

POSTAL BULLETIN

PUBLISHED SINCE MARCH 4, 1880

PB 21897—JULY 6, 1995

New International Rates and Fees

All post offices are reminded that new international rates and fees go into effect at 12:01 a.m. on Sunday, July 9, 1995. Detailed rates and charts for the new international rates and fees appear in *Postal Bulletin* 21896 (June 22, 1995) on pages 17–56.

CONTENTS

Administrative Services

ASM Revision: Closed-Circuit Television System Security	2
Ordering Tray Labels Used In ElectroCom Delivery Bar Code Sorters	2
Interest Rate—Contract Claims	2

Customer Services

Mail Alert	3
Canceled "Wanted" Circulars	3
Update: Mover's Guide	4

Domestic Mail

DMM/DMMT Revision: PVDS Program Participation	6
DMM Notice: Changes in Preferred Postage Rates—Second-, Third-, and Fourth-Class Mail	8

Fraud Alert

Withholding of Mail Orders	11
Domestic Orders	11
Foreign Order Number 362	12
Missing U.S. Money Order Forms	14

Missing Canadian Money Order Forms	16
Counterfeited Canadian Money Order Forms	17
800 Number Available to Verify Canadian Money Orders	17
Invalid Express Mail Corporate Account Numbers	18

Philately

Pictorial Cancellations Announcement Number 13	22
Stamp Announcement 95-33: Alice Paul Definitive Stamp	34
Distribution: Alice Paul Definitive Stamp	35
Stamp Announcement 95-34: Prehistoric Animals Commemorative Stamps	35
Stamp Announcement 95-35: Women's Suffrage Commemorative Stamp	37

Post Office

Post Office Changes Number 13	38
-------------------------------------	----

Postal Employees

ELM Revision: Collection of Postal Debts ...	41
--	----

Latest Quarterly Index:
PB 21894, 5-25-95

1994 Annual Index:
PB 21888, 3-2-95



ADMINISTRATIVE SERVICES

ASM REVISION

Closed-Circuit Television System Security

Effective immediately, the *Administrative Support Manual* (ASM) is revised by this addition of 273.16 to clarify the use of closed-circuit television (CCTV) in administrative and security applications. This new section does not affect the manner in which the Inspection Service utilizes CCTV equipment for criminal investigations. This addition will appear in ASM Issue 11.

* * * * *

273 Facility Security

* * * * *

273.1 Protection and Access

* * * * *

273.16 Closed-Circuit Television System Security

273.161 Scope

This section clarifies the use of Closed-Circuit Television (CCTV) in administrative and security applications. It does not affect the manner in which the Inspection Service utilizes CCTV equipment for criminal investigations.

273.162 Policy

The Postal Service uses CCTV systems for the protection of its employees, customers, mail, and postal assets, and to monitor automated mail flow operations. The purpose of CCTV systems is to provide visual verification in conjunction with intrusion detection devices or exit alarms and doors equipped with exit alarms or access control devices. CCTV systems are to function as deterrents, and if

a crime occurs in the monitored area, to record evidence of it. The administrative and security uses of CCTV systems are limited to the following:

- a. CCTV systems will be installed to view parking lots, building exteriors, post office box areas, public access areas, and designated high-value locations, such as registry areas.
- b. CCTV systems will not be installed to view work areas to evaluate the performance of employees.
- c. CCTV systems will not utilize "dummy" or nonfunctioning cameras.

273.163 Responsibility

The following units have these responsibilities:

- a. *Inspection Service.* The inspector in charge of the division in which the facility is located is responsible for determining the need for, quantity, type, and location of CCTV systems and cameras as described in this section.
- b. *Security Control Officer.* The security control officer (SCO) is responsible for overseeing the procurement, installation, maintenance, and repair of CCTV systems, and for maintaining a minimum of 32 days of video recording tapes or disks. The SCO also assures that the information from the CCTV camera is monitored and/or properly recorded 24 hours a day.

—*Inspection Service, 7-6-95*

Ordering Tray Labels Used In ElectroCom Delivery Bar Code Sorters

Indefinite-delivery, indefinite-quantity contract 162745-95-B-C003 was awarded to Barcodes West, Inc., for delivery bar code sorter (DBCS) labels used in ElectroCom Automation machines.

The contract allows Barcodes West, Inc., an equitable price adjustment to cover their increased costs. Accordingly, an amendment has been issued to grant this increase.

Barcodes West, Inc., remains the mandatory source of supply for these DBCS labels.

The price is increased to \$103.68 per case effective for orders placed with Barcodes West, Inc., on or after July 1, 1995.

—*Purchasing and Materials,
Inventory Management, 7-6-95*

Interest Rate—Contract Claims

The Postal Service periodically publishes in the *Postal Bulletin* the interest rate payable on a claim decided in a contractor's favor under the Contract Disputes Act of 1978. This rate also applies for late payments to contractors under the Prompt Payment Act, as amended.

The interest rate effective for the 6-month period beginning July 1, 1995, and ending December 31, 1995, is 6 3/8 percent.

—*Policies, Planning and Diversity,
Purchasing and Materials, 7-6-95*

CUSTOMER SERVICES

Mail Alert

The mailings below will be deposited in the near future. Offices should honor the requested home delivery dates. Mailers wishing to participate in these alerts, for mailings

of 1 million pieces or more, should contact Sales Management at 1-202-268-2271, 1 month preceding the requested delivery dates.

Title of Mailing	Class and Type of Mail	Requested Delivery Dates	Number of Pieces (millions)	Distribution	Presort Level	Comments
Nordstrom Anniversary Sale	Third/Bulk	July 6-8	—	DC/VA, NJ, Midwest, UT	—	—
L.L. Bean Fall Hunting	Third/Bulk	July 11-13	1.3	Nationwide	Carrrt, 5-Digit, Basic	8" x 10 3/4"
Nordstrom	Third/Bulk	July 13-15	—	AK, CA, OR, WA	—	—
BMG Music Service	Third/Letter	July 14-17	10.0	Nationwide	Carrrt, DPBC	5" x 6 7/8" envelope; FALA Direct Marketing
BMG Music Service	Third/Bulk	July 14-18	7.3	Nationwide	3 Tiers	5" x 6 7/8" envelope; Mailmen, Inc., Hauppauge, NY
Bed, Bath & Beyond	Third/Flat	July 17-19	2.8	Nationwide	Carrrt	Palletized; RR Donnelly, Old Saybrook, CT
Sears Homelife	Third/Bulk	July 17-19	2.7	Nationwide	Carrrt	16 pages
Eddie Bauer July Clearance	Third/Catalog	July 17-19	2.8	Nationwide	Carrrt, 3/5-Digit, Basic	RR Donnelly
Plow & Hearth Products for Country Living	Third/Flat	July 17-20	1.2	Nationwide	Carrrt, 3/5-Digit, Basic	8" x 10 1/2" catalog
Current Autumn 1995 No. 1	Third/Flat	July 17-21	3.0	Nationwide	Carrrt, 3/5-Digit	Poly Wrap 8" x 10"
Billy Graham Letter	Third/Letter	July 17-28	1.5	Nationwide	Carrrt, Barcoded, 3/5-Digit, Basic	3 7/8" x 7 1/8" envelope; Minneapolis, MN
Talbots/Fall Classics That Work	Third/Bulk	July 18-20	1.4	Nationwide	Carrrt, 3/5-Digit, Basic	8" x 10 3/4" catalog
Talbots/Kids Back to School	Third/Bulk	July 18-20	1.0	Nationwide	Carrrt, 3/5-Digit, Basic	8" x 10 3/4" catalog
L.L. Bean Fall Full	Third/Bulk	July 18-20	7.6	Nationwide	Carrrt, 5-Digit, Basic	7 7/8" x 9"
Orvis Fall Gift & Clothing	Third/Bulk	July 19-21	1.1	Nationwide	Carrrt	Palletized; RR Donnelly
Sears Kidvantage	Third/Bulk	July 19-21	3.8	Nationwide	Carrrt	8 pages
Sears Craftsman	Third/Bulk	July 21-24	5.0	Nationwide	Carrrt	16-page newsletter
Gardner's Eden Summer Sale Catalog	Third/Catalog	July 24-26	1.0	Nationwide	Carrrt, 3/5-Digit, Basic	Alden Press, Inc., Bensenville, IL
Decision Magazine	Third/Flat	July 25-31	1.5	Nationwide	Carrrt, 3/5-Digit, Basic	8 1/4" x 10 5/8" 44-page magazine; Minneapolis, MN

—Sales, 7-6-95

Canceled "Wanted" Circulars

Destroy the "Wanted" circulars for:

- Ray William Olson, dated February 27, 1995 (apprehended).
- Manuel Joseph Moreno Sr., dated January 30, 1992 (apprehended).

—Inspection Service, 7-6-95

UPDATE

Mover's Guide

Because of overwhelming success and customer feedback, distribution of the *Mover's Guide* (Publication 75-X) has been instituted as an ongoing program and now will be carried as Publication 75.

The *Mover's Guide* permanently replaces the old one-piece *Change of Address Order* card (Form 3575). Give only the *Mover's Guide* to all moving customers. Do not give them Form 3575 separate from the *Guide*.

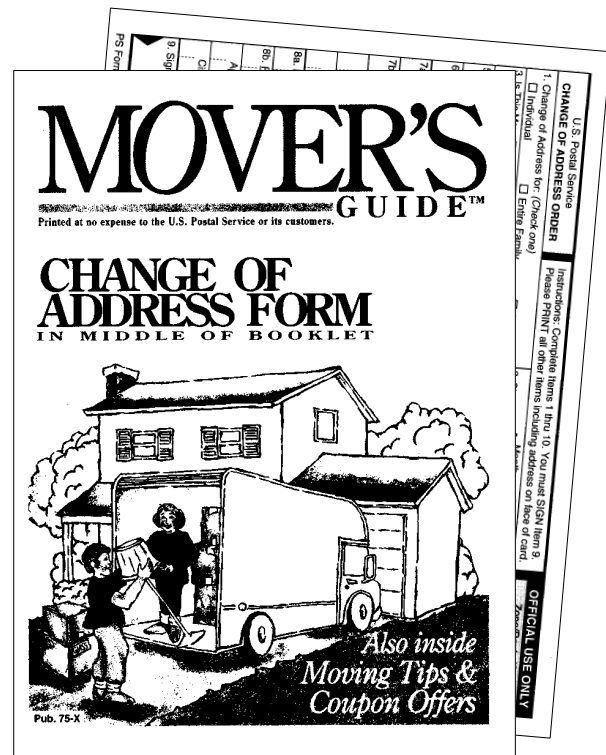
The *Mover's Guide*, printed on recycled paper, includes:

- *Change of Address Order* (Form 3575).
- *Moving Notification* postcards (Form 3576).
- Information about the mail forwarding process.
- Checklists and packing tips to help customers in relocating.
- Coupons offering savings on moving-related products and services.

Distribution, effective July 1995, is as follows:

- CAG A–F offices and their classified stations and branches will continue to receive direct shipments of *Mover's Guides* automatically.
- CAG G–J offices and their classified stations and branches receive one final box of *Mover's Guides*. Future supplies will have to be ordered.
- All other CAGs will no longer receive direct shipments and must order as needed.
- Additional *Mover's Guides* can be ordered by submitting Form 7380 to your respective material distribution center (MDC) using NSN 7610-03-000-9438 or PSIN PUB75, or by using the Touchtone Order Entry System (the *Mover's Guide* quick pick number is 441). Please order only enough supply to last 4 months so that inventory can remain fresh and timely.

Call 1-800-81MOVER if you have any questions about the *Mover's Guide*.



There has been feedback from delivery units that with the introduction of the *Mover's Guide* (Publication 75) there is no form available for Postal Service-initiated moves such as Moved, Left No Address, and Box Closed, No Order. Delivery units have complained that they were forced to remove the Form 3575 from the *Mover's Guide* to complete a change for these customers. To accommodate these situations, a new form (Form 3575-Z, *Employee-Generated Change of Address*) will be available for employee-generated change of address orders. It will be necessary to order these forms from the appropriate MDC.

Change of Address Guidelines

Employee Generated

New Form 3575-Z, *Employee-Generated Change of Address*, is for internal, employee-prepared change of address orders (for example, if the customer “Moved, Left No Address” (MLNA)).

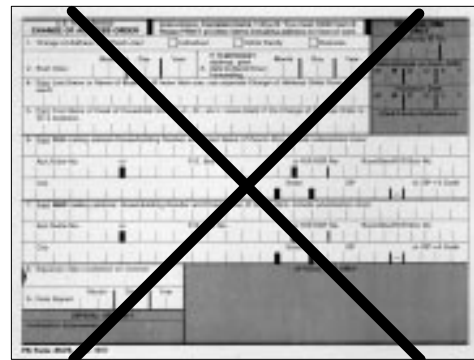
- Order Form 3575-Z by submitting Form 7380 to your respective MDC or using the Touchtone Order Entry System (the PSN is 7530-03-000-4594).
- Form 3575-Z standardizes employee-prepared *Change of Address Orders* and helps maximize efficient processing at local post offices and Computerized Forwarding System (CFS) sites.

U.S. Postal Service CHANGE OF ADDRESS ORDER		INTERNAL POSTAL USE ONLY	
1. Change of Address for (Check one) <input type="checkbox"/> Individual <input type="checkbox"/> Entire Family <input type="checkbox"/> Business		2. Start Date: Month Day Year	
3. Last Name (include Jr., Sr., etc.) or Name of Business (if more than one, use separate form for each)		4. First Name (or Initial) and Middle Name (or Initial). Leave blank if for a business.	
5a. If OLD mailing address is located in Puerto Rico, print urbanization name, if appropriate.		5b. If OLD mailing address is located in Puerto Rico, print urbanization name, if appropriate.	
6a. OLD mailing address: House/Building Number and Street Name (include St., Ave., Rd., Ct., etc.)		6b. OLD mailing address: House/Building Number and Street Name (include St., Ave., Rd., Ct., etc.)	
Apartment No. or PO Box No.		or <input type="checkbox"/> RR <input type="checkbox"/> HCR (Check one)	
City		State ZIP Code	
<input type="checkbox"/> MLNA (Moved, Left No Address) <input type="checkbox"/> Box Closed <input type="checkbox"/> Other (Explain) _____		Verification Endorsement _____ <small>PS Form 3575-Z May 1995</small>	

Customer Generated

New Form 3575, *Change of Address Order*, is contained in the *Mover's Guide*.

- Discontinue all distribution and usage of the old single-piece Form 3575, *Change of Address Order* cards. Form 3575 is no longer being printed or distributed as a separate piece apart from the *Mover's Guide*.
- Give the *Mover's Guide* to all moving customers.



—Operations Support, 7-6-95

DOMESTIC MAIL

DMM/DMMT REVISION

PVDS Program Participation

Effective immediately, *Domestic Mail Manual* (DMM) P750 and *Domestic Mail Manual Transition Book* (DMMT) 465, 664, and 784 are revised to eliminate the requirement for mailers to submit a written request to mail under a plant-verified drop shipment (PVDS) postage payment system. The following revised text will appear in DMM Issue 50.

Domestic Mail Manual

P750 Plant-Verified Drop Shipment (PVDS)

1.0 DESCRIPTION

1.1 Purpose

Plant-verified drop shipment (PVDS) enables origin verification and postage payment for shipments transported by a mailer from the mailer's plant to destination post offices for USPS acceptance as mail. The mailings may be prepared for deposit at a destination entry rate, or they may be claimed at the applicable rates from the office of deposit. Second-class PVDS must be deposited at authorized original or additional entry post offices.

[Revise 1.2a as follows:]

1.2 Function

Under PVDS:

- a. The mailer's product is verified for classification, rate eligibility, preparation, and presort by USPS employees assigned to a detached mail unit (DMU) at a mailer's plant or at the business mail entry unit (BMEU) at the origin post office serving the mailer's plant.

* * * * *

[Delete existing 1.3. Insert new 1.3 as follows:]

1.3 Other

The following mailings must be verified, accepted, and paid for at the destination post office:

- a. Other destination entry second-class mailings not verified at the origin plant under PVDS or under the Centralized Postage Payment System (see P200).
- b. Other destination entry third- or fourth-class mailings not verified and paid for at the origin plant or origin post office under PVDS.

* * * * *

[Delete existing 1.4 and renumber existing 1.5 as 1.4.]

2.0 PROGRAM PARTICIPATION

[Revise existing 2.1 and 2.2 as follows:]

2.1 Verification at Mailer's Plant

Before PVDS verification can be performed at the mailer's plant, the mailer must have either an existing USPS plant load authorization for that plant or a postage payment agreement with the USPS that establishes a detached mail unit (DMU) at that plant. The DMU must be separate from the mailer's activities, in an enclosed, secure, and safe work area with a telephone. Such work areas must be approved by the USPS. If the mailer does not have an existing plant load agreement and/or postage payment agreement that establishes a DMU, the mailer may submit a letter to the postmaster serving that plant to request PVDS verification at that plant. The postmaster may agree to the mailer's request to verify PVDS shipments at that plant on an as-needed basis if an approved DMU is established and staffing needs can be met.

2.2 Verification at Origin BMEUs

Postmasters may allow mailers to have PVDS verified at the origin business mail entry unit (BMEU) under these conditions:

- a. There is no detached mail unit (DMU) at the mailer's plant.
- b. The mailer is in the service area of the post office where the PVDS is to be verified and where postage is to be paid, unless another postal facility is designated by the district manager.
- c. Each vehicle contains only one mailer's shipment(s), each physically separated.
- d. A completed original mailing statement accompanies each PVDS (or segment, if the PVDS is contained in more than one vehicle).
- e. If an alternate method of paying postage with permit imprint is used for third- or fourth-class matter, an original mailing statement and required documentation must accompany each PVDS (or segment, if the PVDS is contained in more than one vehicle).
- f. The PVDS can be physically verified at the origin post office. The material to be verified may not be wrapped or otherwise prepared if a presort and postage verification cannot be done without destroying the physical integrity of the shipment.
- g. The BMEU has enough space and staff to handle verification, and scales to calculate per-piece and

gross weights are available. If the post office serving the mailer's plant lacks these resources, another postal facility may be designated by the district manager.

[Add new 2.3. Renumber existing 2.3 through 2.11 as 2.4 through 2.12. Delete existing 2.12.]

2.3 Mailer Responsibility

When mailings under PVDS are verified at the origin BMEU, the mailer must transport all shipments to the post office, unload them for verification, and reload the shipments cleared for dispatch onto the mailer's transportation to the destination entry post offices.

* * * *

[Delete existing 3.0 through 3.10. Insert new 3.0 through 3.2.]

3.0 PROGRAM PARTICIPATION

3.1 Mailer Responsibility

Mailers participating in PVDS must comply with P750. Mailers failing to meet these requirements may be prohibited from participating in PVDS by the local postmaster.

3.2 Denial

Mailers denied a request for PVDS may file an appeal under G020.

* * * *

Domestic Mail Manual Transition Book

460 Postage Payment

* * * *

465 Plant-Verified Drop Shipment Postage Payment System

* * * *

465.2 Program Participation Criteria for Mailers

[Delete all 465.2.]

465.3 Authorization

[Delete all 465.3.]

* * * *

660 Postage Payment

* * * *

664 Plant-Verified Drop Shipment Postage Payment System

* * * *

664.2 Program Participation Criteria for Mailers

[Delete all 664.2.]

664.3 Authorization

[Delete all 664.3.]

* * * *

780 Postage Payment

* * * *

784 PVDS Postage Payment System

* * * *

784.2 Program Participation

[Delete all 784.2.]

784.3 Authorization

[Delete all 784.3.]

* * * *

—Business Mail Acceptance,
Marketing Systems, 7-6-95

DMM NOTICE

Changes in Preferred Postage Rates—Second-, Third-, and Fourth-Class Mail

The Revenue Foregone Reform Act, signed into law October 28, 1993, mandates changes in the second-class in-county per-piece rates; the nonadvertising pound rate and the per-piece rates for special second-class publications; the per-piece rates for classroom second-class publications; the special bulk third-class rates; and the fourth-class library rates. The Board of Governors directed that the required changes be implemented at 12:01 a.m., Sunday, October 1, 1995.

Effective October 1, 1995, the *Domestic Mail Manual* is amended as follows:

R—Rates and Fees

* * * * *

R200 Second-Class Mail

* * * * *

2.0 IN-COUNTY RATES

* * * * *

2.2 Piece Rates

Per addressed piece:

Level	Regular	ZIP+4 (Letter- Size)	Barcoded (Letter- Size)	ZIP+4 Barcoded (Flat-Size)
J1	\$0.080	\$0.080	\$0.080	\$0.080
J3	0.080	0.076	0.076	0.065
J5	0.080	0.076	0.063	0.065
K1	0.042	—	—	—
K2	0.037	—	—	—
K3	0.035	—	—	—

* * * * *

3.0 SPECIAL NONPROFIT RATES**3.1 Pound Rates**

Pound rates are:

For the nonadvertising portion—\$0.140 per pound or fraction.

* * * * *

3.2 Piece Rates

Per addressed piece:

Level	Regular	ZIP+4 (Letter- Size)	Barcoded (Letter- Size)	ZIP+4 Barcoded (Flat-Size)
G	\$0.208	\$0.200	\$0.188	\$0.181
H3	0.157	0.152	0.145	0.139
H5	0.157	0.152	0.137	0.139
I1	0.112	—	—	—
I2	0.110	—	—	—
I3	0.104	—	—	—

* * * * *

4.0 CLASSROOM RATES

* * * * *

4.2 Piece Rates

Per addressed piece:

Level	Regular	ZIP+4 (Letter- Size)	Barcoded (Letter- Size)	ZIP+4 Barcoded (Flat-Size)
G	\$0.168	\$0.161	\$0.151	\$0.145
H3	0.125	0.121	0.115	0.110
H5	0.125	0.121	0.108	0.110
I1	0.087	—	—	—
I2	0.085	—	—	—
I3	0.080	—	—	—

* * * * *

R300 Third-Class Mail

* * * * *

**6.0 SPECIAL BULK THIRD-CLASS LETTER-SIZE
MINIMUM PER-PIECE RATES—PIECES 0.2149 LB.
(3.4383 OZ.) OR LESS**

Entry Discount	Nonautomation Rates				Automation Rates				
	Basic	3/5	Carrier Route	Saturation W-S	Basic ZIP+4	3/5 ZIP+4	Basic Barcoded	3-Digit Barcoded	5-Digit Barcoded
None	\$0.124	\$0.111	\$0.086	\$0.083	\$0.117	\$0.107	\$0.106	\$0.101	\$0.093
BMC	0.112	0.099	0.074	0.071	0.105	0.095	0.094	0.089	0.081
SCF	0.106	0.093	0.068	0.065	0.099	0.089	0.088	0.083	0.075
Delivery Unit	—	—	0.063	0.060	—	—	—	—	—

**7.0 SPECIAL BULK THIRD-CLASS NONLETTER-SIZE
MINIMUM PER-PIECE RATES—PIECES
0.2149 LB. (3.4383 OZ.) OR LESS**

Entry Discount	Nonautomation Rates					Automation Rates				
	Basic	3/5	Carrier Route	125-Pc. W-S	Saturation W-S	Basic ZIP+4	3/5 ZIP+4	Basic Barcoded	3-Digit Barcoded	3/5-Digit Barcoded
None	\$0.175	\$0.161	\$0.128	\$0.126	\$0.121	—	—	\$0.149	—	\$0.143
BMC	0.163	0.149	0.116	0.114	0.109	—	—	0.137	—	0.130
SCF	0.157	0.143	0.110	0.108	0.103	—	—	0.131	—	0.125
Delivery Unit	—	—	0.105	0.103	0.098	—	—	—	—	—

**8.0 SPECIAL BULK THIRD-CLASS PIECE/POUND
RATES—PIECES MORE THAN 0.2149 LB.
(3.4383 OZ.)**

Per Piece/ Pound	Nonautomation Rates					Automation Rates				
	Basic	3/5	Carrier Route	125-Pc. W-S	Saturation W-S	Basic ZIP+4	3/5 ZIP+4	Basic Barcoded	3-Digit Barcoded	3/5-Digit Barcoded
Per-Piece Rates (for all entry categories)	\$0.074	\$0.060	\$0.027	\$0.025	\$0.020	—	—	\$0.048	—	\$0.042
	Plus					Plus				
Per-Pound Rates (by entry discount)										
None	\$0.470	\$0.470	\$0.470	\$0.470	\$0.470	—	—	\$0.470	—	\$0.470
BMC	0.410	0.410	0.410	0.410	0.410	—	—	0.410	—	0.410
SCF	0.386	0.386	0.386	0.386	0.386	—	—	0.386	—	0.386
Delivery Unit	—	—	0.362	0.362	0.362	—	—	—	—	—

* * * * *

Continued next page

Continued

R400 Fourth-Class Mail

* * * *

6.0 LIBRARY RATES

Weight Not Exceeding (pounds)	Single-Piece Rate
1	\$1.12
2	1.53
3	1.94
4	2.35
5	2.76
6	3.17
7	3.58
8	3.79
9	3.99
10	4.19
11	4.39
12	4.59
13	4.79
14	4.99
15	5.19
16	5.39
17	5.59
18	5.79
19	5.99
20	6.19
21	6.39
22	6.59
23	6.79
24	6.99
25	7.19
26	7.39
27	7.59
28	7.79
29	7.99
30	8.19
31	8.39
32	8.59
33	8.79
34	8.99
35	9.19

Weight Not Exceeding (pounds)	Single-Piece Rate
36	9.39
37	9.59
38	9.79
39	9.99
40	10.19
41	10.39
42	10.59
43	10.79
44	10.99
45	11.19
46	11.39
47	11.59
48	11.79
49	11.99
50	12.19
51	12.39
52	12.59
53	12.79
54	12.99
55	13.19
56	13.39
57	13.59
58	13.79
59	13.99
60	14.19
61	14.39
62	14.59
63	14.79
64	14.99
65	15.19
66	15.39
67	15.59
68	15.79
69	15.99
70	16.19

* * * *

—Mailing Standards, Marketing Systems, 7-6-95

FRAUD ALERT

Withholding of Mail Orders

Withholding of mail orders is enforced by postmasters at the cities listed below:

State and City	Names Covered
CA, La Jolla 92037-5149	Any And All Names Other Than Mario Valentino, 7514 Girard Ave., #1316
CA, San Diego 92110-5253	Any And All Names Other Than Olof Tegman, 3625 Midway Dr., Ste. N-172
CA, San Gabriel 91776-3549	Any And All Names, 745 E. Valley Blvd., #312
CA, Upland 91786-3592	New Work Systems, 1651 W. Foothill Blvd., #F-330
KY, Louisville 40211-2332	Any And All Names Other Than The Surname Wilkerson, 3815 Von Spiegel
MI, Plymouth 48170-1531	Any And All Names Other Than The Surnames Jones or Doyle, 1396 Sheridan Ave.
TX, Houston 77092-3343	North American Productions, 5018-I Antoine, Ste. 109
WI, Burlington 53105-8822	Any And All Names Other Than The Surname Thomason, 8042 335th Ave.

—Judicial Officer, 7-6-95

Domestic Orders

False representation is enforced by postmasters at the cities listed below:

State and City	Names Covered	Product
OK, Oklahoma City 73145-0579	Silver Marketing, PO Box 45579	A charitable donation scheme.
TX, Anthony 79821-9401	All States or All States Credit Service, 525A Main St., Ste. 105	An advance fee loan scheme.

—Judicial Officer, 7-6-95

*ALL PERSONNEL PROCESSING MAIL FOR DISPATCH ABROAD***Foreign Order Number 362**

Keep all foreign order notices for use as reference.

Tentative Orders

A tentative Lottery Order has been issued against the following:

Australia

ALWS
PO BOX 1270
BURLEIGH HEADS QLD 4220
AUSTRALIA

ALA INTERNATIONAL
PO BOX 4590
SYDNEY NSW 2001
AUSTRALIA

MR HILL
PO BOX 5012
SYDNEY NSW 2001
AUSTRALIA

Canada

IDM CORP
7680 RIVER RD
PO BOX 94209 STN MAIN
RICHMOND BC V6Y 3A9
CANADA

INTERNATIONAL FORTUNE BUREAU
103-13670 72ND AVE STE 374
SURREY BC V3W 2P3
CANADA

ORION INTERNATIONAL
PO BOX 777
DELTA BC V4K 4Z9
CANADA

SUBSCRIPTION DEPT
12000 VMPO
VANCOUVER BC V6B 5J8
CANADA

Germany

FW MEIEREBERT
LIEBIGSTR 3
32052 HERFORD
GERMANY

GS SERVICES INT AND
G STEPULACK
PO BOX 100407
D-34004 KASSEL
GERMANY

Final Orders

The tentative Decision and Order issued against the following has become final:

Australia

AUSTRALIAN LOTTERY WINNERS SERVICE
PO BOX 86
KENT TOWN SA 5071
AUSTRALIA

AUSTRALIAN PLAYERS SERVICE
PO BOX 1618
NERANG ST
SOUTHPORT 4215
AUSTRALIA

Canada

AUSTRALIAN LOTTERY WINNERS SERVICE
#9015 STN TERMINAL
10688 KING GEORGE HWY
SURREY BC V3T 5V4
CANADA

AUSTRALIAN FORWARDING CENTER
#34A-2755 LOUGHEED HWY STE 601
PORT COQUITLAM BC V3B 5Y9
CANADA

AUSTRALIAN LOTTERY WINNERS SERVICE
PO BOX 777
DELTA BC V4K 4Z9
CANADA

CUSTOMER RESERVATIONS
BOX 5251
668 SEYMOUR ST
VANCOUVER BC V6B 4B5
CANADA

GLA
349 W GEORGIA ST STE 6100
VANCOUVER BC V6B 4B5
CANADA

IDM CORP
5010 48TH AVE
PO BOX 925 STN MAIN
DELTA BC V4K 4Y3
CANADA

IDM CORP
5010 48TH AVE
PO BOX 130 STN MAIN
DELTA BC V4K 3N6
CANADA

IDM CORP
5010 48TH AVE
PO BOX 538 STN MAIN
DELTA BC V4K VJ7
CANADA

INTERNATIONAL FORTUNE BUREAU
#191-1001 W BROADWAY STE 149
VANCOUVER BC V6H 4B1
CANADA

INTERNATIONAL LOTTERY PAYOUT SERVICES
6871 NUMBER 3 RD
PO BOX 94375 STN MAIN
RICHMOND BC V6Y 3P7
CANADA

LI CENTER
8155 PARK RD STE 356
RICHMOND BC V6Y 3C9
CANADA

NORTH AMERICAN PROCESSING CENTER
PO BOX 5300 STN MAIN
VANCOUVER BC V6B 4P4
CANADA

PRIORITY PROCESSING
10621 KING GEORGE HWY #945
VANCOUVER BC V3T 2X6
CANADA

PRIORITY PROCESSING
PO BOX 3685
VANCOUVER BC V6B 3Y8
CANADA

PRIORITY PROCESSING
PO BOX 1844
VANCOUVER BC V6C 2P7
CANADA

PRIORITY RESERVATIONS
PO BOX 3590
VANCOUVER BC V6B 3Y6
CANADA

WINNERS CIRCLE
PO BOX 2014
VANCOUVER BC V6B 3P8
CANADA

WINNERS VERIFICATION CENTRE
PO BOX 2207
VANCOUVER BC V6B 3W2
CANADA

ZOAS
PO BOX 12000
AURORA ON L4G 9Z9
CANADA

Netherlands Antilles

ALLIANCE MARKETING BOARD LTD
PO BOX 9151
WILLEMSTAD
NETHERLANDS ANTILLES

West Indies

ULT SUBSCRIPTION PROCESSING DEPT
PO BOX 1199
ST JOHNS ANTIGUA
WEST INDIES

Do not dispatch any mail to the above. Place the mailpieces in a pouch endorsed "Foreign Order Mail" and send it to:

POSTMASTER
CLAIMS INQUIRY AND UNDELIVERABLE MAIL
JAMES A FARLEY BLDG RM 2029A
NEW YORK NY 10199-9543

Do not place any endorsement on the mailpieces themselves.

Personnel may post this notice at the outgoing primary. They must post it on the Foreign Order Board at all processing and distribution plants designated international exchange offices and customer service plants.

—Judicial Officer, 7-6-95

Missing U.S. Money Order Forms—Do Not Cash

To be posted and used by retail window employees. As directed, destroy previous notices. Any interim notices should be destroyed when the numbers listed appear in

the *Postal Bulletin*. The actual serial numbers consist of the first 10 digits on the money orders.

273 775 7700	to	397 819 8902	to	8999	418 164 6500	to	6799	440 858 6420	to	7299
273 775 7899	to	398 149 7200	to	7699	418 423 9863	to	9899	441 199 1655	to	1699
302 000 0000	to	399 070 0872	to	0899	418 633 5922	to	5999	443 127 3648	to	3699
302 123 9999	to	399 156 7119	to	7199	418 719 8520	to	8599	443 127 4000	to	4099
349 746 2056	to	399 203 5064	to	5099	418 744 2235	to	2299	443 673 7900	to	7999
350 518 7350	to	399 296 9909	to	9999	418 962 2848	to	2899	443 800 9335	to	9399
360 011 1690	to	399 792 8300	to	8399	419 543 0286	to	0299	444 382 8822	to	8899
360 168 6008	to	399 396 8935	to	8999	419 730 0300	to	0399	444 390 1667	to	1699
360 173 8800	to	400 427 1051	to	1999	420 277 0015	to	0049	444 457 3854	to	3899
362 861 3064	to	401 045 1505	to	1549	420 599 0734	to	0798	450 048 4173	to	4199
373 006 2176	to	401 045 1571	to	1599	420 661 4115	to	4199	450 048 4442	to	4699
374 768 2600	to	401 294 2700	to	2799	420 758 9500	to	9699	450 560 5173	to	5199
375 169 4400	to	401 310 9505	to	9599	420 969 3951	to	3971	450 620 3077	to	3099
375 829 3400	to	401 382 5312	to	5399	420 969 3973	to	3999	450 620 3135	to	3199
375 851 9100	to	402 578 7876	to	7899	421 116 3565	to	3599	450 780 2716	to	2799
376 196 0911	to	403 125 6744	to	6799	421 130 9300	to	9399	450 801 2700	to	2799
378 085 3679	to	403 260 7000	to	7499	421 313 4500	to	4999	451 109 2967	to	2984
378 351 1063	to	403 280 6470	to	6499	421 364 5537	to	5599	451 115 4110	to	4125
379 843 5100	to	403 685 8600	to	8699	421 656 2609	to	2699	451 115 4127	to	4199
380 093 9600	to	404 003 0300	to	0399	421 988 9700	to	9799	452 265 0074	to	0099
380 165 1165	to	404 041 8838	to	8899	422 172 4667	to	4699	452 265 0246	to	0299
381 325 4500	to	404 071 4268	to	4299	422 484 4212	to	4299	452 265 0335	to	0999
381 604 2510	to	404 347 5356	to	5399	422 556 1270	to	1299	452 509 1169	to	1199
381 645 9525	to	404 347 5548	to	5599	422 587 7024	to	7099	452 855 6471	to	6499
383 314 3968	to	404 726 4500	to	4599	422 819 7533	to	7599	452 890 4679	to	4799
383 892 1000	to	404 961 5001	to	5199	422 842 5073	to	5087	452 900 8215	to	8238
383 892 1382	to	405 325 0188	to	0198	422 907 7563	to	7599	453 117 9146	to	9199
384 925 3641	to	406 009 4587	to	4599	424 500 6050	to	6099	453 334 3631	to	3699
385 568 2331	to	406 260 6830	to	6899	424 641 8500	to	8599	453 603 7841	to	7891
385 599 7554	to	406 459 6641	to	6999	424 871 6600	to	6699	453 650 1140	to	1199
385 774 2024	to	406 733 3000	to	3999	425 298 2352	to	2399	453 741 1300	to	1399
386 624 1412	to	407 545 1557	to	1599	425 418 4269	to	4299	454 013 2919	to	2999
386 883 8936	to	407 594 0412	to	0599	425 418 4405	to	4499	454 186 2411	to	2499
387 314 5574	to	407 692 9100	to	9299	426 547 4566	to	4599	454 268 4883	to	4899
387 837 6300	to	407 959 2190	to	2199	427 412 6337	to	6499	454 302 5400	to	5499
388 828 0656	to	408 265 2275	to	2288	427 481 0900	to	0999	454 490 8300	to	8399
389 696 2400	to	408 499 7700	to	7799	428 027 2742	to	2752	454 547 7434	to	7499
389 846 3104	to	408 499 7900	to	7999	429 474 4172	to	4199	454 922 4867	to	4895
389 846 3145	to	408 682 8484	to	8599	429 889 2900	to	2999	455 221 1348	to	1499
389 887 9211	to	408 698 7015	to	7099	430 150 4401	to	4599	455 364 2147	to	2199
389 887 9234	to	409 072 3941	to	3999	430 172 9800	to	9899	455 399 5400	to	5499
390 001 3182	to	410 491 2311	to	2399	430 177 1900	to	2099	455 476 0676	to	0699
390 001 3500	to	410 694 8400	to	8599	430 444 9500	to	9699	455 543 0618	to	0699
390 545 5974	to	410 775 1500	to	1599	430 664 4070	to	4099	456 410 9006	to	9099
391 104 6146	to	410 795 7927	to	7999	432 168 8419	to	8499	456 470 4146	to	4299
391 574 1466	to	410 867 0917	to	0966	432 708 6800	to	6999	456 619 4460	to	4499
391 783 3020	to	410 867 0970	to	0999	432 744 1544	to	1599	457 333 2686	to	2699
391 792 6100	to	411 868 1023	to	1199	432 995 9775	to	9799	457 729 1767	to	1777
392 668 2956	to	411 922 2322	to	2399	433 003 5800	to	5899	457 937 8615	to	8699
392 854 8500	to	412 193 0900	to	0999	433 757 3047	to	3099	458 028 9810	to	9899
393 584 7566	to	412 395 8599	to	8699	433 765 4003	to	4099	458 057 2712	to	2999
393 650 0074	to	412 485 6500	to	6599	434 482 7060	to	7199	458 337 5222	to	5299
393 838 8316	to	412 485 6610	to	6699	434 513 2386	to	2399	458 354 7653	to	7999
393 893 6007	to	412 885 5953	to	5999	434 968 3076	to	3092	458 671 8678	to	8699
394 126 6907	to	414 193 3608	to	3674	435 303 1831	to	1842	458 671 8721	to	8798
394 189 0405	to	414 193 3677	to	3699	435 303 1986	to	1999	458 847 5044	to	5999
394 822 3243	to	414 411 7348	to	7399	435 666 6092	to	6399	459 274 7624	to	7699
394 990 1810	to	414 640 0757	to	0799	436 082 6400	to	6899	459 365 5432	to	5499
395 343 3264	to	414 965 1727	to	1799	436 160 6441	to	6499	459 378 5764	to	5799
395 373 3035	to	417 302 8104	to	8199	437 316 7115	to	7199	459 472 4816	to	4999
395 396 9649	to	417 387 6532	to	6599	437 427 0500	to	3499	460 349 6878	to	6899
395 970 3240	to	417 496 6800	to	6999	439 310 0458	to	0499	460 550 1909	to	1999
397 622 4054	to	417 871 9250	to	9299	440 698 1947	to	1999	460 997 5234	to	5299
		417 930 9533	to	9599	440 858 6300	to	6399	461 973 6443	to	6499

462 152 0107	to	0299	477 681 5206	to	5299	491 567 1376	to	1399	609 493 1100	to	1199
462 274 1072	to	1099	478 010 4243	to	4268	492 254 4800	to	4899	609 766 8100	to	8999
462 277 8373	to	8399	478 010 4270	to	4291	492 283 5100	to	5199	609 825 4100	to	4115
463 117 5529	to	5540	478 450 5071	to	5099	492 610 6813	to	6899	609 884 2981	to	2999
463 176 4115	to	4199	478 469 7838	to	7858	493 394 5568	to	5599	609 893 1000	to	1099
463 176 4228	to	4299	478 469 7883	to	7899	493 470 2562	to	2599	610 582 4200	to	4299
463 185 2600	to	2799	479 280 9800	to	9899	493 473 7700	to	7799	611 285 8073	to	8074
463 227 7711	to	7799	479 365 9116	to	9176	493 716 2153	to	2199	611 879 6939	to	6999
463 414 4869	to	4899	479 412 9900	to	9999	494 206 2972	to	2999	612 291 8013	to	8099
463 808 3484	to	3499	479 667 6190	to	6199	494 217 3446	to	3999	612 751 5171	to	5199
463 945 7400	to	7899	479 748 9680	to	9699	494 224 0500	to	0599	612 751 5226	to	5299
464 629 9000	to	9399	479 860 7000	to	7199	496 209 7425	to	7499	612 751 6083	to	6099
464 711 4332	to	4399	480 526 2000	to	2099	496 213 8728	to	8799	612 751 6268	to	6299
465 692 3963	to	3999	480 640 6330	to	6399	496 474 5226	to	5248	612 751 6572	to	6599
465 698 8300	to	8599	480 689 5100	to	5199	497 053 8517	to	8699	612 774 2111	to	2199
465 743 7745	to	7799	481 673 0074	to	0095	497 854 8673	to	8699	612 774 2254	to	2299
466 798 6056	to	6067	482 527 1500	to	1599	498 449 8888	to	8899	612 774 2500	to	2599
467 147 4300	to	4399	482 541 5255	to	5299	498 929 8285	to	8499	614 469 0979	to	0999
468 079 5782	to	5799	482 729 6800	to	6899	498 936 5310	to	5399	614 474 3000	to	3099
469 067 2817	to	2899	483 363 7207	to	7299	499 016 5425	to	5499	614 521 3490	to	3499
469 127 8000	to	8199	483 402 2356	to	2399	499 440 8575	to	8899	614 645 1800	to	1899
469 213 0359	to	0399	483 486 5100	to	5199	499 731 6717	to	6799	614 832 1100	to	2099
469 213 0500	to	0599	483 632 1521	to	1599	500 064 1858	to	1869	617 760 5266	to	5299
469 658 1961	to	1999	483 632 2600	to	2799	600 645 3223	to	3299	617 813 3601	to	3699
469 666 9900	to	9999	483 849 1615	to	1699	601 339 1200	to	1399	618 840 9200	to	9299
469 678 1900	to	1999	484 174 4803	to	5299	601 661 7700	to	7799	619 551 7229	to	7299
469 781 4900	to	4999	484 323 8900	to	9199	601 682 5343	to	5399	619 859 3000	to	3099
469 947 6960	to	6999	484 680 5000	to	5038	601 928 1600	to	1699	620 073 9400	to	9499
470 755 5800	to	5818	484 680 5040	to	5074	602 512 2972	to	2999	621 648 8021	to	8199
471 918 0300	to	0999	484 680 5077	to	5099	602 555 2400	to	2799	621 648 8500	to	8599
471 985 2408	to	2419	485 029 4913	to	4999	602 829 7061	to	7099	621 916 1978	to	1989
472 191 6700	to	6799	486 176 0600	to	0699	603 483 9572	to	9599	623 076 9300	to	9399
472 270 2555	to	2599	486 559 7555	to	7599	603 490 7200	to	7299	623 895 8200	to	8399
472 987 0213	to	0241	486 696 3023	to	3199	603 678 7100	to	7199	623 917 0200	to	0299
472 987 0290	to	0299	488 173 7900	to	7999	603 678 7662	to	7699	623 819 5006	to	5099
473 151 2069	to	2199	488 206 4100	to	4199	603 678 7902	to	7999	632 500 0000	to	632 599 9999
473 666 9138	to	9199	488 226 0200	to	0299	603 678 8418	to	8499	700 065 4800	to	4899
473 952 3429	to	3499	488 709 3906	to	3999	603 678 8700	to	9999	700 190 3350	to	3359
474 108 5402	to	5499	488 855 8359	to	8399	604 086 0880	to	0899	700 228 6048	to	6099
474 356 5193	to	5299	489 181 8963	to	8999	604 349 1414	to	1499	700 650 0452	to	0499
474 949 3366	to	3399	489 311 1930	to	1999	604 503 7776	to	7799	700 859 0744	to	0758
475 134 9362	to	9399	489 318 6200	to	6300	605 520 9037	to	9099	701 028 6780	to	6899
475 167 9664	to	9699	489 223 2000	to	2099	605 685 4010	to	4099	701 213 3900	to	3999
475 319 3415	to	3499	489 384 0027	to	0099	605 988 6467	to	6499	701 267 2000	to	3999
475 319 3649	to	3799	489 427 0658	to	0899	607 728 1276	to	1299	806 087 1100	to	1499
475 340 6400	to	6599	489 997 5252	to	5299	608 727 7273	to	7599	806 268 9275	to	9299
475 424 8410	to	8499	490 669 5850	to	6099	608 813 9950	to	9999	806 534 3400	to	3477
475 629 9156	to	9199	490 717 7080	to	7099	609 067 5325	to	5399	807 342 3283	to	3399
475 850 6101	to	6199	490 721 6000	to	6099	609 067 5488	to	5499	808 090 3440	to	3499
475 875 2500	to	2599	490 793 1500	to	2099	609 067 5600	to	5699	808 325 5161	to	5699
476 169 8264	to	8299	490 886 8171	to	8199	609 289 6123	to	6199	870 054 4814	to	4899
476 189 3000	to	3499	490 977 9221	to	9240	609 438 4400	to	4499	870 491 4812	to	4849
476 331 2480	to	2499	491 258 8100	to	9099						
477 289 8601	to	8699									

Check for altered dollar amounts by holding money orders to the light.

—Inspection Service, 7-6-95

Missing Canadian Money Order Forms—Do Not Cash

To be posted and used by retail window employees. As directed, destroy previous notices. Destroy any interim notices when the numbers listed appear in the *Postal Bulletin*. The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. In

addition to this listing, do not cash: (1) all card type orders, and (2) new style money orders 000,000,001 to 627,000,000. Advise holders to send invalid money orders to: Canada Post Corporation, Ottawa, Canada K1A 0B1.

627,079,501	to	9,900	643,022,701	to	2,900	657,341,465	to	1,478	670,374,867	to	5,000
627,097,438	to	7,500	643,201,801	to	2,000	657,364,301	to	4,500	670,993,101	to	3,180
627,171,001	to	1,400	643,243,401	to	3,500	657,769,501	to	9,600	670,994,962	to	5,000
627,974,001	to	4,300	643,452,130	to	2,200	658,539,001	to	9,300	670,996,971	to	7,040
628,196,859	to	7,100	643,726,901	to	7,500	658,853,204	to	3,700	671,601,379	to	1,400
628,390,001	to	0,300	643,736,201	to	6,400	658,860,201	to	0,300	671,672,253	to	2,300
628,455,689	to	6,200	644,475,893	to	6,300	659,860,569	to	0,590	671,883,301	to	3,900
628,600,766	to	1,000	644,858,601	to	8,800	659,900,808	to	0,901	672,052,001	to	2,100
629,893,459	to	3,500	644,932,601	to	3,100	659,913,171	to	3,240	672,271,301	to	2,500
630,199,031	to	9,100	644,941,801	to	2,100	660,304,493	to	4,600	672,344,466	to	4,500
630,233,957	to	4,300	644,990,601	to	0,900	660,596,601	to	6,700	672,349,801	to	
630,252,101	to	2,200	645,167,901	to	8,200	660,644,144	to	4,300			350,100
630,301,208	to	1,300	645,541,101	to	1,300	661,162,159	to	2,220	672,439,641	to	9,700
630,331,801	to	2,100	645,550,622	to	0,700	661,165,221	to	5,250	672,481,401	to	1,700
630,334,070	to	4,600	645,605,886	to	5,900	661,179,997	to		672,695,171	to	5,240
630,342,552	to	2,600	646,262,901	to	3,200			180,020	672,696,211	to	6,280
630,642,629	to	2,700	646,264,363	to	4,400	661,183,221	to	3,260	672,893,127	to	3,140
630,904,718	to	4,900	646,270,054	to	0,085	661,187,652	to	7,690	673,052,969	to	3,200
630,995,315	to	5,400	646,321,801	to	2,000	661,581,517	to	1,600	673,074,401	to	5,300
631,381,731	to	1,800	646,322,201	to	2,800	661,997,658	to	7,686	673,759,973	to	
631,817,556	to	7,600	646,505,901	to	6,100	662,987,487	to	7,500			760,000
631,846,614	to	6,700	646,509,616	to	9,700	663,119,201	to	9,300	673,784,461	to	4,700
631,937,924	to	7,966	646,875,648	to	5,700	663,352,552	to	2,700	673,849,090	to	9,120
632,448,956	to	9,300	646,876,001	to	6,200	663,636,414	to	6,500	673,993,701	to	3,800
632,939,648	to	9,800	646,899,702	to	9,713	664,514,929	to	5,000	675,044,601	to	4,900
633,135,035	to	5,300	646,993,871	to	3,930	664,625,114	to	5,200	676,297,901	to	8,000
633,175,518	to	5,600	647,061,150	to	1,200	664,689,941	to		676,483,147	to	3,200
633,537,840	to	7,900	647,291,842	to	2,000			690,000	676,496,501	to	6,600
634,141,201	to	1,500	647,993,501	to	3,700	664,774,743	to	4,800	676,498,101	to	8,150
634,328,501	to	8,600	647,993,801	to	4,000	665,080,644	to	0,700	676,528,845	to	8,870
634,839,201	to	9,300	648,020,140	to	0,200	665,241,112	to	1,200	676,663,323	to	3,340
634,848,780	to	8,800	648,056,401	to	6,600	665,956,831	to	6,880	676,691,301	to	1,340
635,296,451	to	6,500	648,117,901	to	8,200	665,967,877	to	7,920	676,820,548	to	0,700
635,298,587	to	8,600	648,171,861	to	1,900	666,025,401	to	5,800	676,974,331	to	4,410
635,312,907	to	3,000	648,213,372	to	3,500	666,209,330	to	9,400	677,138,046	to	8,200
635,468,101	to	8,200	648,484,665	to	4,700	666,210,847	to	0,900	677,167,453	to	7,500
635,681,001	to	1,100	648,578,708	to	8,799	666,395,901	to	6,100	677,463,901	to	4,000
635,699,601	to		648,683,301	to	3,400	666,647,247	to	7,258	677,876,420	to	6,500
		700,600	649,376,401	to	6,600	666,662,073	to	2,100	678,642,061	to	2,100
636,000,201	to	0,300	649,730,009	to	0,100	666,696,251	to	6,300	678,667,951	to	8,010
636,012,675	to	2,700	650,621,501	to	1,700	667,040,021	to	0,600	678,674,980	to	5,000
636,030,135	to	0,200	650,678,503	to	8,580	667,382,231	to	2,300	679,221,751	to	1,900
636,042,001	to	2,200	650,707,956	to	7,980	667,398,541	to	8,600	679,230,119	to	0,200
636,863,001	to	3,100	651,854,961	to	5,010	667,435,145	to	5,200	679,237,471	to	7,700
636,931,725	to	1,800	651,897,201	to	7,240	667,486,601	to	6,800	679,345,508	to	5,540
637,043,605	to	3,700	651,948,119	to	8,130	667,521,407	to	1,600	679,474,201	to	4,300
637,860,101	to	0,200	651,948,703	to	8,750	667,752,069	to	2,300	680,062,901	to	3,000
639,522,101	to	2,400	651,974,610	to	4,620	667,916,445	to	6,500	680,173,023	to	3,100
639,857,736	to	7,900	652,121,238	to	1,248	667,926,278	to	6,300	680,374,523	to	4,700
640,272,919	to	3,200	653,053,022	to	3,100	668,104,101	to	4,800	680,409,401	to	9,800
640,281,501	to	1,600	653,151,811	to	1,830	668,155,938	to	6,000	680,463,338	to	3,800
640,666,076	to	6,200	653,317,761	to	7,800	668,220,001	to	1,000	680,693,701	to	4,400
641,011,901	to	2,600	653,506,601	to	7,000	668,222,101	to	3,400	681,457,001	to	7,100
641,121,411	to	1,500	653,620,693	to	0,700	668,583,651	to	3,700	681,717,331	to	7,390
641,196,269	to	6,300	653,822,586	to	2,800	668,584,001	to	4,010	681,774,980	to	4,999
641,309,609	to	9,658	654,345,814	to	5,900	668,588,581	to	8,600	681,883,291	to	3,310
641,574,196	to	4,650	654,563,101	to	3,300	668,659,099	to	9,200	681,896,616	to	6,650
641,583,509	to	3,600	654,568,825	to	8,900	668,789,430	to	9,440	681,918,357	to	8,399
641,962,607	to	2,630	655,365,961	to	6,030	668,970,201	to	0,700	681,951,205	to	1,300
642,415,969	to	6,000	655,387,856	to	7,870	669,677,719	to	7,735	682,154,556	to	4,700
642,983,001	to	3,100	657,044,001	to	4,100	669,893,581	to	3,700	682,171,562	to	1,800

682,194,101	to	4,300	686,066,714	to	7,000	697,217,251	to	7,400	702,051,501	to	1,750
682,749,963	to	0,200	686,325,801	to	5,900	697,249,952	to	0,050	702,053,601	to	3,800
682,895,301	to	5,500	686,567,807	to	7,860	697,469,606	to	9,700	702,104,368	to	4,900
682,899,401	to	9,800	687,145,501	to	5,600	697,850,401	to	0,750	702,128,306	to	8,400
683,148,063	to	8,100	690,412,901	to	3,400	697,945,701	to	5,850	702,179,891	to	9,900
683,284,001	to	4,100	692,720,871	to	0,900	698,098,446	to	8,550	702,410,595	to	1,050
684,491,501	to	1,800	692,876,955	to	7,050	698,300,251	to	0,300	702,660,151	to	0,540
684,549,048	to	9,080	693,290,380	to	0,400	698,533,927	to	4,200	702,723,429	to	3,450
684,560,109	to	0,120	693,290,426	to	0,450	698,562,268	to	2,400	703,004,401	to	4,820
684,664,801	to	5,000	694,595,031	to	5,300	699,090,686	to	0,750	703,083,819	to	4,020
684,669,118	to	9,140	694,698,551	to	8,650	699,752,699	to	2,850	703,432,131	to	2,230
684,793,877	to	3,940	694,745,458	to	5,600	700,068,473	to	8,500	703,626,061	to	6,090
684,797,821	to	7,860	695,105,313	to	5,350	700,161,501	to	1,650	703,628,791	to	9,210
685,145,309	to	5,800	695,142,809	to	3,050	700,202,522	to	2,700	703,867,801	to	7,980
685,207,545	to	7,600	695,144,666	to	4,700	700,290,275	to	0,300	704,227,561	to	7,829
685,210,901	to	1,000	695,272,601	to	2,750	700,465,730	to	5,750	704,227,831	to	8,069
685,807,531	to	7,580	695,277,576	to	7,650	700,561,444	to	1,550	704,228,071	to	8,100
685,857,451	to	7,530	695,530,761	to	0,800	701,423,101	to	3,150	704,420,344	to	0,490
685,900,425	to	0,439	696,487,701	to	7,800	701,626,469	to	6,550	704,568,751	to	8,990
685,814,051	to	4,130	696,784,101	to	4,550	701,643,828	to	3,850	706,817,959	to	8,000
685,953,580	to	3,620	696,870,601	to	0,650	701,945,451	to	5,500	707,034,391	to	4,450
685,955,441	to	5,480	697,047,501	to	7,600	702,033,701	to	4,050	707,292,636	to	2,660
686,006,601	to	7,000	697,052,101	to	2,350						

Check for altered dollar amounts by holding money orders to the light.

—Inspection Service, 7-6-95

Counterfeited Canadian Money Order Forms—Do Not Cash

To be posted and used by retail window employees. As directed, destroy previous notices. Any interim notices should be destroyed when the numbers listed appear in the *Postal Bulletin*.

671,819,086	686,619,887
676,612,640	686,794,382
677,891,039	686,794,426
678,282,493	686,794,427
678,916,031	686,794,431
679,552,215	687,262,502
679,751,983	687,262,503
679,694,334	687,262,525
679,800,207	687,262,526
681,130,536	687,287,578
681,844,376	687,287,581
683,594,542	687,287,582
684,683,610	694,063,898
686,619,878	701,321,725
686,619,886	

—Inspection Service, 7-6-95

800 Number Available to Verify Canadian Money Orders

The Canada Post Corporation is now providing an 800 number that cashing agents can call to verify the validity of Canadian Postal Money Orders. The number is 1-800-563-0444.

This 800 number is printed on the back of the Canadian Postal Money Orders.

—Inspection Service, 7-6-95

Invalid Express Mail Corporate Account Numbers

To be posted and used by retail/acceptance clerks. This listing supersedes all previous notices, which must be destroyed. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer

number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

005091	012195	019117	021705	023416	028668	050012	066193	070783	080659	091495	094645	100275
005158	012285	019119	021713	023455	028679	050015	066224	070909	080711	091523	094668	100283
005172	012294	019242	021731	023523	028708	054009	066225	070922	085040	091632	094699	100612
005244	013079	019244	021744	023524	028753	054047	066239	070937	085116	091639	094725	100747
005300	013185	019313	021788	023535	028801	054075	066281	070957	085180	091690	094726	101016
005301	013214	019342	021813	024025	028803	055014	067158	071022	085191	091767	094829	101084
005326	014038	019433	021853	024093	028927	055041	067276	071075	085251	091787	094853	101202
005428	014049	019527	021855	024157	028956	055055	067333	071123	085363	091840	094921	101249
005468	014051	019546	021857	025183	028970	055063	067368	071197	085366	091896	094939	101406
005543	014056	019621	021864	025214	029083	055064	067376	071281	085404	092024	094943	101424
005577	014173	019747	021879	025317	029107	055117	067403	071282	085413	092095	094978	101434
005578	014239	019751	021943	025380	029118	055139	068056	071317	085429	092291	095121	101583
005609	014251	019799	021967	026150	029127	055152	068061	071363	085485	092296	095170	101671
005620	014333	019952	021991	026354	029184	055207	068120	071433	085487	092343	095217	101717
005622	014354	020072	022005	026367	029212	057006	068124	071460	085526	092344	095227	101850
005659	014369	020099	022009	026458	029214	058030	068164	071570	085549	092346	095287	101871
005715	014410	020108	022010	026472	029319	058061	068182	071640	085593	092351	095289	101910
005754	014576	020127	022036	026506	029324	060126	068206	071706	085624	092372	095344	101924
005861	014673	020141	022052	026521	029338	060157	068246	071864	085680	092384	095357	101934
005869	014813	020252	022055	026529	029401	060165	068275	071926	088155	092402	095381	102019
005876	014887	020257	022089	026537	029404	060314	068285	071938	088241	092476	095407	102030
005997	014952	020368	022114	027078	029408	060377	068293	075637	088292	092517	095448	102040
006209	015031	020370	022122	027162	029425	060379	068373	075644	088324	092638	095459	102079
006306	015076	020381	022139	027215	029437	060404	068377	075657	088339	092673	095495	102111
006312	015089	020382	022163	027264	029457	060417	068400	075716	088343	092700	095629	102159
006337	015107	020394	022165	027303	029523	060439	068482	075786	088391	092720	095640	102168
006399	015151	020410	022169	027305	029524	060533	068545	075802	088394	092820	095670	102250
006442	015153	020431	022170	027306	029545	060616	068590	075807	088399	092823	095770	102286
006646	015160	021009	022190	027337	029553	060691	068621	075816	088480	092860	095850	102327
006801	015173	021025	022196	027338	029658	060798	069009	075902	088512	092898	095854	102373
006816	015201	021049	022227	027393	029720	060850	069066	076030	088526	092943	095886	102399
006959	015274	021058	022242	027455	029760	061085	069118	076100	089333	092965	095902	102440
007021	015316	021061	022252	027520	029771	061140	069156	076516	089437	092966	095931	102460
008185	015336	021081	022253	027571	029789	061148	069158	076656	089498	093037	095987	102555
008210	015406	021100	022254	027587	029825	061198	069192	076705	089588	093133	095991	102568
008213	016042	021110	022269	027619	029832	061424	069237	076759	089626	093166	096025	102594
008261	016103	021135	022270	027631	029853	061468	069243	076767	089746	093207	096077	102601
008308	016161	021156	022272	027644	029907	061565	069260	076814	089833	093209	096096	102646
008465	016194	021183	022274	027645	029967	061581	069330	076827	089900	093230	096105	102657
008520	016202	021193	022302	027663	029968	061629	069352	076831	089940	093236	096140	102666
008567	016261	021194	022307	027678	030023	061749	069498	076927	089981	093245	096165	102745
008783	016289	021201	022340	027693	030050	062018	069529	076939	090009	093305	096167	102821
008815	016403	021202	022369	027721	030119	062093	069530	076998	090039	093338	096368	102851
009038	016502	021211	022370	027727	030213	063006	069556	077070	090043	093361	096437	102899
009085	016755	021213	022430	027728	030328	063014	069588	077232	090074	093407	096471	102993
009167	016982	021229	022439	027730	034583	063109	069721	077241	090079	093452	096486	103079
009183	018012	021232	022452	027733	036005	063153	069722	077473	090153	093456	096508	103178
009598	018043	021263	022483	027781	037011	064136	069776	077490	090176	093491	096512	103192
009660	018044	021275	022498	027790	038083	064158	069856	077648	090207	093553	096521	103204
009829	018053	021352	022503	027830	038115	064214	069874	077666	090307	093687	096534	103501
009881	018061	021353	022507	027843	038230	064223	069943	077785	090321	093724	096563	103599
009911	018068	021356	022525	027890	038272	064229	069965	077850	090332	093734	096593	103632
010007	018075	021364	022535	027908	038315	064232	069971	077852	090334	093747	096640	103649
010040	018111	021392	022561	027920	038428	064375	070120	077909	090397	093851	096689	103706
010065	018160	021395	022614	027944	039009	064691	070132	077929	090441	093917	096795	103904
010100	018189	021433	022617	027949	040051	064734	070145	077936	090468	093947	096804	104068
010117	018207	021451	022619	027950	041061	064785	070147	078151	090479	093955	096831	104212
010135	018231	021473	022698	027953	041158	064801	070209	078218	090506	093968	096847	104227
010188	018249	021499	022805	027955	041181	064808	070213	078882	090535	094039	097114	104291
010253	018316	021506	022829	027973	041185	064833	070223	079637	090612	094184	097130	104293
010288	018372	021543	022876	028071	041196	064856	070257	079769	090693	094192	097139	104328
010332	018376	021553	022899	028163	042014	064916	070270	079783	090728	094236	097160	104368
010381	018457	021576	022909	028218	042038	065164	070314	079791	090756	094267	097206	104383
010465	018477	021581	022913	028280	042047	065439	070319	079939	090771	094270	097243	104402
010522	018639	021590	022921	028324	042093	065469	070410	080055	090827	094346	097283	104426
010548	018641	021594	022943	028341	043019	065547	070582	080174	090839	094422	097326	104461
010554	018713	021605	022956	028409	044116	065674	070618	080229	090854	094449	097384	104478
010556	018744	021618	022961	028442	045005	065826	070624	080240	091027	094513	100016	104490
011123	018816	021623	022970	028454	047124	065961	070642	080372	091070	094523	100018	104522
011126	018910	021625	023145	028518	047143	066016	070698	080550	091121	094547	100112	104537
011185	019002	021626	023287	028557	048007	066038	070721	080623	091307	094555	100169	104607
011253	019024	021639	023374	028580	048052	066086	070727	080649	091356	094565	100195	105136
012159	019041	021661	023405	028610	049036	066125	070751	080653	091477	094611	100249	105157

105173	110748	117113	142999	191340	192881	245219	312230	328364	334483	349350	379293	441906
105187	110751	117261	146085	191351	192889	253055	312319	328390	334507	349354	379295	441910
105217	110782	117265	146238	191358	192894	253224	312344	328401	334523	349356	379512	441921
105238	110806	117267	146287	191361	192911	253232	312362	328404	334530	349372	380181	441936
105286	110820	117272	146331	191366	192922	254002	312376	328535	334611	349374	381018	441983
105312	110827	117389	146515	191411	192937	254007	312396	328561	334616	349378	381098	443087
105458	111037	117414	146524	191421	192952	255503	312409	328566	334621	349388	381189	443093
105484	111359	117447	146541	191437	192959	255504	314172	328606	334640	349416	381209	443156
105535	111623	117453	146569	191491	192960	259510	314335	328617	334646	349526	381223	443180
105551	111654	117494	146575	191509	192970	260017	314392	328632	334647	349881	381228	443284
105599	111729	117497	146602	191514	193128	261036	314555	328644	334654	349950	381385	443286
105673	111733	117502	146721	191517	195071	271116	314642	328686	334670	350047	381445	443302
105704	111781	117709	148236	191542	196064	272001	314774	328693	334684	351017	381528	444517
105791	111797	117714	148263	191569	196141	272088	315013	328816	334693	351029	381560	450067
105805	111812	117755	148291	191580	196158	272156	317163	328832	334724	351034	381590	451028
105891	111830	117965	148302	191584	200029	272240	317219	328833	334725	352239	381600	451038
106178	111839	117982	150060	191657	200062	274001	317274	329081	334750	352414	381640	452027
106219	111892	118210	150163	191701	200192	274168	317312	329106	334803	352445	381680	452029
106284	111899	118240	151070	191702	200267	274182	319052	329271	334827	352472	381722	452054
106293	112024	118264	151073	191705	200296	274232	319120	329299	334905	352515	381775	452099
106331	112202	118280	151088	191725	200475	274293	319129	329317	334926	352518	381872	452148
106368	112265	118283	151097	191742	200495	274505	320068	329390	335024	352520	381913	452217
106388	112284	118292	151149	191762	200559	275075	320155	329411	335087	352554	381985	452229
106398	112547	118308	152004	191817	200605	276036	320734	329423	335287	352588	383069	452336
106402	112558	118316	152068	191822	200673	276052	321206	329451	335334	352605	383098	452350
106429	112732	118327	152165	191844	200696	280122	321212	329476	335340	352622	383102	452383
106463	112733	118355	152240	191851	200756	283247	321224	329543	335360	352649	383112	452384
106542	112784	118369	152282	191862	206073	283327	321231	329574	335411	352664	383115	452424
106554	112916	118423	152288	191898	207142	283358	321237	329604	335435	352676	383119	452425
107019	112986	118468	152339	191909	207149	283378	322056	330187	335468	352682	383121	452463
107024	113030	118498	152391	191947	207441	283555	322069	330328	335474	352689	390039	452550
107051	113035	118517	152403	191962	207473	286036	322087	330398	335550	354066	392354	452640
107108	113041	118635	152426	191970	207477	289005	322347	330650	335594	354085	392557	452667
107127	113074	118657	152546	191989	207724	292180	322413	330818	335679	356020	392618	452676
107130	113091	118729	152602	192036	207766	292233	322416	331044	335716	356026	392654	452747
107169	113133	118825	152637	192039	207825	292337	322516	331211	335739	356035	392659	452843
107176	113183	118898	152644	192043	208400	292391	322622	331261	335779	356900	395204	452849
107180	113189	118937	152695	192061	208468	292538	322835	331331	335829	358019	395239	452896
107216	113273	118967	152720	192123	208589	294231	322875	331348	335844	358530	402069	452931
107270	113397	119137	152855	192132	208742	294317	322933	331384	335846	359016	402118	452971
107313	113398	119259	152931	192177	208782	294469	322998	331513	335848	359075	402650	454239
108053	113420	119355	152970	192190	208814	295359	323118	331524	335849	359150	402674	454380
108061	113435	119365	152980	192192	208884	295391	323153	331668	335851	359210	402701	454538
108071	113568	119374	153006	192201	208887	296145	325004	332063	336145	359715	402736	454578
108156	113577	120249	154029	192203	208891	296364	325143	332108	336146	361204	402931	454611
108201	113587	120251	156025	192263	208929	296441	325420	332126	336180	361264	402949	454613
108212	113732	120258	156038	192270	209201	299001	325618	332259	336208	361282	402965	454666
108227	113815	122249	156079	192285	209231	300119	325871	332420	336266	362037	405025	454675
108359	113850	122313	156121	192293	210006	300131	326232	332686	336484	362064	405100	454706
108533	113942	122316	156126	192299	210014	300222	326359	332889	336501	365034	410023	454724
108564	113948	122333	156127	192312	210060	300265	326383	332951	336541	366020	410203	454728
108573	114264	122353	156155	192322	210207	300309	326509	333030	336563	366121	423055	457105
108627	114269	123114	156173	192328	210271	300335	326608	333072	337161	369001	423078	458012
108629	114276	123120	159123	192329	210276	300395	327170	333111	337169	372254	430052	458046
109142	114283	124040	165387	192402	212294	300617	327209	333194	337183	372326	430102	458116
109160	114287	125049	165388	192417	212712	301127	327258	333256	337187	372402	430104	458117
109161	114295	125098	165423	192452	216003	301582	327364	333259	337479	372525	431041	460044
109204	114305	125301	170189	192484	220110	301625	327396	333269	338022	372568	432194	460090
109308	114306	125324	170214	192489	220171	301986	327446	333283	338143	372665	432281	462381
109319	114349	125358	172067	192527	220627	302330	327508	333324	338272	372748	432521	462457
109408	114437	126039	174084	192531	220734	302538	327578	333362	338290	372766	432768	462535
109512	114444	127005	174087	192542	220837	303720	327584	333444	338299	372805	432773	462681
109634	114451	128940	176073	192555	221388	303802	327598	333451	338316	372833	432831	462735
109704	114472	128942	176089	192558	221597	303925	327605	333487	338318	372845	432852	462794
109759	114474	128958	179054	192570	222021	305088	327609	333553	339053	372855	433007	462849
109762	114489	130892	180053	192582	223022	305164	327612	333587	339073	372889	436337	462888
109775	114495	132276	181010	192589	223135	306042	327620	333667	339289	372910	441071	462902
109812	114511	132289	181051	192609	223336	306467	327626	333693	339299	372937	441098	464007
109817	114583	133002	183001	192614	225011	306513	327629	333731	340026	372947	441130	464069
109879	115008	133026	183019	192639	229022	306543	327631	333850	340454	372954	441156	464074
109905	115153	136026	184068	192644	229025	306789	327634	333906	340524	372976	441255	465011
110127	115324	136101	186006	192673	230012	306844	327638	333912	340595	372981	441285	466587
110275	115547	142029	187070	192681	231015	306880	327640	333998	340692	372986	441331	467007
110305	115615	142401	191045	192687	232270	307024	327643	334068	340765	374015	441335	467009
110343	115677	142452	191058	192731	235218	311096	327646	334151	344125	374027	441343	467012
110347	115829	142546	191079	192748	235255	311195	327647	334163	349006	374048	441351	467067
110376	115869	142638	191102	192750	235264	311220	327664	334185	349119	374058	441360	468195
110386	115975	142658	191179	192752	235286	311329	327666	334226	349141	374060	441393	468238
110387	116028	142720	191188	192765	235291	311522	327668	334274	349158	374062	441415	468327
110526	116037	142736	191198	192796	235331	311562	327682	334286	349161	374118	441454	472033
110554	117001	142744	191200	192800	235364	312126	327690	334291	349202	376110	441466	473014
110590	117013	142797	191223	192829	235370	312140	327713	334304	349250	376125	441498	473060
110637	117054	142844	191240	192831	235383	312155	328136	334400	349275			

474029	524083	585239	616103	711555	752335	787663	813052	850625	852180	852772	856220	856566
477102	524107	585260	616158	711564	752451	787870	813059	850636	852192	852773	856224	856576
478035	524120	591460	618067	711577	752463	787875	813268	850637	852200	852782	856226	856579
479111	524122	591784	627039	711580	752496	787890	815088	850638	852203	852786	856228	856582
480156	524137	596509	631010	711587	752575	788024	815108	850656	852207	852808	856229	856588
480163	526026	598515	631025	711603	752700	788047	815225	850657	852210	852810	856231	860024
480215	527002	598530	631034	711615	753148	789005	816036	850672	852216	852813	856233	860048
480267	528008	598538	631267	711642	757033	790059	816151	850674	852232	852818	856237	860054
480298	531155	599539	631278	711660	757269	791008	816229	850701	852233	852822	856240	860055
480357	531357	600025	631358	711664	757513	791018	816251	850711	852235	852827	856244	860064
480612	531431	600167	631395	711666	757570	791139	816419	850716	852239	852842	856245	860075
481475	531482	600171	631433	711667	760050	791399	816432	850719	852243	852858	856249	860080
481640	531518	600227	631440	711668	760382	793029	816573	850720	852250	852866	856264	860082
481645	531532	600431	631470	711672	761017	793054	820100	850723	852253	852868	856265	860090
481670	531545	600473	631511	712090	761035	794482	820125	850725	852288	852892	856266	860100
481688	531550	600801	631536	712151	761818	796503	820202	850733	852296	852895	856270	860102
481753	532643	600825	631559	712161	761828	797003	820535	850739	852298	852897	856273	860119
482383	532735	600942	631640	712220	761871	797170	820600	850741	852307	852910	856276	860129
482740	532799	600982	631780	712223	767524	799033	820805	850753	852327	852946	856282	860130
482769	532958	600989	631797	712224	770021	799044	820950	850755	852328	856002	856283	860141
482924	537303	601026	631866	712232	770115	799057	824351	850756	852337	856003	856287	860146
483027	542270	601030	631920	712240	770141	799083	827047	850759	852343	856005	856291	860152
483041	543490	601041	631951	713074	770155	799216	827049	850769	852348	856008	856297	871012
483068	545015	601045	641080	713101	770179	800192	830011	850771	852354	856011	856302	871016
483559	545017	601061	641229	713102	770260	800254	834066	850775	852357	856014	856306	871023
483650	551235	601082	641272	713113	770267	800257	836711	850779	852363	856018	856307	871073
483870	551475	601135	641411	719020	770275	800261	837168	850785	852365	856021	856310	871310
483896	551497	601160	641472	720015	770353	800355	840295	850789	852367	856022	856313	871340
485077	551514	601179	641562	721033	770354	800453	840331	850802	852371	856026	856314	871404
485145	551566	601216	641633	722112	770382	800520	840375	850809	852387	856028	856316	871453
485287	551567	601340	641652	722190	770398	801140	840378	850830	852388	856029	856318	871488
486164	551593	601355	641746	722233	770401	801161	840382	850839	852390	856031	856326	871503
486213	551623	601409	641822	723074	770446	801282	840385	850847	852392	856033	856327	871536
486255	551636	601416	641862	724057	770459	801322	840476	850851	852406	856038	856329	871572
488084	551683	601896	641962	730003	770506	801404	840481	850856	852412	856039	856331	881100
488167	551728	601897	641968	730282	770528	801446	841029	850861	852419	856041	856337	882102
490105	551755	601944	648127	730285	770529	801516	841068	850871	852422	856047	856339	882106
490134	551772	602007	648142	730287	771004	801549	841135	850878	852432	856049	856343	882123
490266	551809	602259	648167	730837	771045	801615	841473	850884	852433	856059	856355	891258
490428	553054	602269	656117	730866	771101	802010	841607	850892	852449	856061	856358	891289
490517	553291	602309	660028	730930	771607	802080	841731	850896	852453	856062	856362	891303
490537	553516	602431	660120	731262	771707	802113	841768	850903	852458	856063	856367	891313
490544	553802	602467	660219	731503	771871	802122	841781	850908	852460	856069	856368	891323
490602	553818	602558	660634	731832	771917	802148	841800	850921	852487	856070	856388	891342
490604	553898	602669	661084	731993	771968	802378	841844	850930	852490	856073	856394	891374
490608	553912	602677	661093	740012	772027	802408	841867	850932	852497	856076	856396	891431
492092	553937	602692	662173	740070	772283	802729	841880	850953	852509	856078	856397	891458
492111	553946	602699	662407	740071	772550	802782	841930	850976	852519	856079	856414	891474
494053	554065	602756	662583	740072	773352	802794	844213	850981	852524	856080	856416	891481
494092	554078	602819	662620	740073	774356	802890	846061	850982	852528	856083	856424	891555
494108	554316	602867	666090	740083	775284	802988	846112	850994	852530	856084	856426	891601
494126	554368	602888	666225	740086	775329	802999	850028	850999	852531	856085	856427	891627
494134	554377	602982	666350	740261	778348	803126	850067	852006	852540	856090	856430	891662
494156	554843	603009	666440	740301	780099	803184	850093	852012	852544	856092	856432	891668
494175	559049	603045	672003	740340	781007	803195	850148	852021	852549	856099	856436	891687
494182	570020	603123	672033	740493	782318	803229	850177	852030	852550	856101	856438	895125
495103	570030	603153	672408	740509	782375	803236	850351	852032	852552	856105	856445	895272
495201	570038	604124	675041	740520	782452	803241	850352	852034	852560	856108	856453	895547
495287	570055	604271	680032	740537	782684	803269	850359	852043	852564	856112	856455	898010
495303	570057	604663	681528	740542	782755	804094	850371	852046	852565	856125	856459	800089
495330	570062	604671	681581	740555	782782	804114	850420	852047	852566	856131	856463	900126
495379	570063	604837	684006	740594	782795	804169	850444	852071	852579	856136	856464	900127
495431	570065	605082	684015	740615	782814	805041	850448	852075	852587	856139	856466	900165
495455	570070	605153	685034	740632	782823	805157	850469	852077	852588	856140	856471	900234
496045	570084	605161	685061	740679	782830	805196	850473	852078	852590	856141	856472	900336
496095	570097	605203	685251	741008	782837	805207	850474	852082	852592	856146	856474	900435
497232	570121	605298	686007	741107	782840	805218	850477	852084	852598	856148	856477	900474
497233	570131	605357	693509	743009	782866	805268	850479	852086	852604	856149	856486	900497
498090	570136	605657	701028	744136	782882	805307	850484	852088	852617	856152	856492	900514
500002	570161	605900	701069	744139	782919	805330	850486	852090	852623	856154	856501	900556
502007	570162	606162	701077	746036	784204	805345	850491	852091	852633	856157	856502	900604
503023	570168	606188	701167	749143	784208	805366	850519	852101	852644	856159	856507	900616
503051	571012	606203	701628	749144	784292	805474	850521	852113	852648	856161	856515	900659
503126	571022	606323	701902	750088	784356	805525	850523	852114	852655	856165	856517	900704
503210	571027	606331	701979	750147	784392	805533	850532	852125	852678	856166	856520	900842
503227	571031	606895	701992	750188	785093	806125	850536	852138	852683	856167	856532	900898
503267	571043	607038	711003	750204	785310	806135	850537	852144	852688	856176	856542	900929
503268	571051	607321	711013	750977	785434	809078	850538	852153	852690	856180	856544	900949
510025	572002	607579	711209	751169	785458	809086	850541	852158	852697	856181	856546	901040
513150	572009	607753	711325	752100	785459	809154	850560	852159	852706	856183	856547	901050
520052	574018	607911	711356	752108	785466	809192	850561	852162	852722	856188	856549	901078
520071	577050	608208	711389	752114	785504	809197	850562	852166	852723	856191	856551	901376
522041	577054	608361	711415	752157	785711	809198	850591	852171	852743			

901669	907010	917101	920136	922296	927051	928205	931625	941957	953261	970039	972549	980444
901747	907044	917103	920156	922300	927111	928210	931679	941987	953289	970070	972574	980469
901860	907389	917108	920200	924284	927139	928230	931760	945278	953314	970077	972587	980510
901869	907393	917208	920238	924300	927182	928249	931889	945379	954418	970136	972639	980543
901885	907420	917220	920273	924307	927204	928269	932767	945487	955215	970214	972683	980640
901944	907543	917240	920281	924422	927301	928281	933223	945602	958166	970222	972709	980648
902003	907758	917700	920353	924425	927358	928336	933455	945696	958453	970239	972712	980735
902056	907818	917741	921040	924426	927440	928349	933505	945742	958460	970260	972720	980780
902120	907850	917772	921041	924494	927454	928434	934243	945791	958527	970270	972754	980788
902124	907993	918078	921042	924569	927501	928443	935049	945929	958586	970273	972778	980792
902147	910402	918098	921089	924579	927503	928483	935213	945944	958634	970283	972780	980952
902163	911159	918112	921122	925121	927674	928516	935236	945971	958661	970301	972825	981597
902248	911215	918182	921140	925168	927705	928523	937708	946194	958682	970343	972833	984173
902339	912332	918202	921166	926018	927708	928569	937729	947108	958712	970357	972848	992210
902409	912370	918255	921172	926021	927713	928601	937747	947124	958770	970374	972860	992445
902606	913347	918333	921245	926129	927743	928602	937751	948132	958801	970391	972866	992507
902849	913455	918341	921255	926133	927777	928610	937800	949356	958810	970396	972869	995086
903100	913627	918380	921276	926148	927785	928630	939047	949506	959025	970481	972940	995120
903242	913749	918418	921283	926155	927799	928636	939572	949542	959053	970484	972965	995273
903296	913894	918475	921299	926221	927802	928667	939574	950085	967090	970485	973113	995534
903353	914019	918496	921312	926246	927811	928674	940705	950274	967154	970490	973230	995577
903414	914123	918498	921386	926355	927828	928680	940880	950650	967175	970497	973263	995815
903999	914133	918522	921450	926367	927904	928683	940890	950668	967178	970506	973292	997217
904005	914391	918537	921519	926441	927905	928731	940898	950702	967311	970531	973307	998104
904099	914533	918670	921537	926474	927910	928745	940957	951008	968154	970533	973321	998190
904209	914646	918719	921570	926482	927912	928761	940984	951051	968209	970547	973342	998192
904301	914823	918761	921690	926494	927926	928826	941083	951218	968391	972249	974020	999303
904304	914896	918857	921692	926562	927946	928862	941131	951323	968429	972279	974153	
904367	914965	918883	921701	926564	927949	930206	941369	951387	968556	972355	974160	
906232	915067	918924	921732	926617	927959	930246	941461	951639	968589	972381	977039	
906250	915142	920073	921751	926623	927974	930347	941715	951652	968612	972400	977054	
906325	915186	920077	921825	926734	928125	931027	941797	951656	968663	972417	979003	
906422	915362	920084	921831	926742	928126	931351	941813	951682	968666	972464	980046	
906462	915403	920105	921910	926785	928179	931453	941877	951722	968919	972479	980117	
906527	917016	920107	921965	926831	928189	931468	941878	953228	968955	972520	980273	
906655	917089	920125	922181	926883	928195	931496	941922	953256	968986	972548	980384	

PHILATELY

Pictorial Cancellations Announcement 95-13

As a community service, the Postal Service offers pictorial cancellations to commemorate local events celebrated in communities throughout the nation. A list of upcoming events for which pictorial cancellations are authorized appears below. If available, the sponsor of the pictorial cancellation appears in italics under the date. Also provided, as space permits, are illustrations of those cancellations that were reproducible and available at press time.


People attending these local events may obtain the cancellation in person at the temporary post office station established there. Those who cannot attend the event, but who wish to obtain the cancellation, may submit a mail order request. Pictorial cancellations are available only for the dates indicated, and *requests must be postmarked no later than 30 days following the requested pictorial cancellation date.*

All requests must include a stamped envelope or postcard bearing at least the minimum First-Class Mail post-

age (32 cents per envelope or 20 cents per postcard). Items submitted for cancellation may not include postage issued after the date of the requested cancellation. Such items will be returned unserved.

Customers wishing to obtain a cancellation should affix stamps to any envelope or postcard of their choice, address the envelope or postcard to themselves or others, insert a card of postcard thickness in envelopes for sturdiness, and tuck in the flap. Place the envelope or postcard in a larger envelope and address it to: PICTORIAL CANCELLATIONS, followed by the NAME OF THE STATION, ADDRESS, CITY, STATE, ZIP + 4 CODE, exactly as listed below (using all capitals and no punctuation, except the hyphen in the ZIP + 4 Code).

After applying the pictorial cancellation, the Postal Service returns the envelope or postcard through the mail. Customers who want their serviced item returned under protected cover should include a larger, stamped, self-addressed envelope.



Startex Mill
Startex, SC 29377
CENTENNIAL
STATION
1895-1995
June 5, 1995

June 5-9, 1995

CENTENNIAL STATION
POSTMASTER
21 N MAIN ST
STARTEX SC 29377-9998

June 8, 1995

(Artwork Unavailable)

MISSOURI NAPUS 95 STATION
POSTMASTER
HANNIBAL MO 63401-9998

(Artwork Unavailable)


June 6-8, 1995

DAIRY FESTIVAL STATION
POSTMASTER
PO BOX 9998
ELSIE MI 48831-9998

June 9, 1995

(Artwork Unavailable)

75TH STATE STATION
POSTMASTER
4 E CENTRAL STA
WORCESTER MA 01613-9998




100 years
of Shakers
and movers.

June 7, 1995

COLONIE CENTENNIAL STATION
POSTMASTER
30 OLD KARNER RD
ALBANY NY 1228-9998

Colonie Centennial Station, June 7, 1995
Colonie, NY 12205

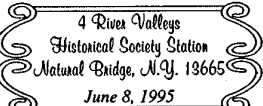


47th Annual DELMARVA
CHICKEN FESTIVAL
June 10, 1995

RECREATION PARK
& MARINA STATION
FEDERLSBURG, MD 21632-9998

June 9, 1995


RECREATION PARK & MARINA STATION
POSTMASTER
122 MORRIS AVE
FEDERLSBURG MD 21632-9998



4 River Valleys
Historical Society Station
Natural Bridge, N.Y. 13665
June 8, 1995

June 8, 1995

HISTORICAL SOCIETY STATION
POSTMASTER
MAIN ST RT 3
NATURAL BRIDGE NY 13665-9998



Augusta Township Volunteer Fire
Department

June 9-10, 1995

AUGUSTA STATION
POSTMASTER
PO BOX 9998
AUGUSTA OH 44607-9998

(Artwork Unavailable)

June 9-10, 1995

Metropolis Superman Celebration

MASSAC COUNTY CHAMBER OF
COMMERCE
POSTMASTER
PO BOX 9998
METROPOLIS IL 62960-9998

(Artwork Unavailable)


June 9-11, 1995

METROPOLITAN STAMP SHOW
POSTMASTER
MORGAN GMF 341 NINTH AVE RM 1037
NEW YORK NY 10199-9991

(Artwork Unavailable)

June 9-10, 1995

RONCEVERTE RIVER FESTIVAL STATION
POSTMASTER
314 W EDGAR AVE
RONCEVERTE WV 24970-9998



UNITY STATION
NEW VIENNA IA 52085
JUNE 9, 1995

June 9-11, 1995

UNITY STATION
POSTMASTER
PO BOX 9998
NEW VIENNA IA 52065-9998



June 9-10, 1995

VFW STATION
POSTMASTER
706 FORT ST
HAYS KS 67601-9998



June 9-17, 1995

OK MOZART INTERNATIONAL FESTIVAL
POSTMASTER
615 SW JENNINGS
BARTLESVILLE OK 74003-9998

(Artwork Unavailable)

June 9-11, 1995

BELLE ISLE PARK STATION
POSTMASTER
1401 W FORT ST
DETROIT MI 48233-9715



June 10, 1995

7TH DISTRICT CONVENTION STATION
POSTMASTER
7886 MAIN ST
SPRINGWATER NY 14560-9998

(Artwork Unavailable)

June 9-11, 1995

CORN FEST STATION
POSTMASTER
116 W MAGNOLIA ST
BUNKIE LA 71333-9998



June 10, 1995

AUGLAZE TOWNSHIP STATION
POSTMASTER
129 W THIRD ST
HARROD OH 45850-9998



June 9-11, 1995

FIELD STATION
PO BOX 9998
BRISTOL RI 02809-9998



June 10, 1995

BASEBALL STATION
POSTMASTER
PO BOX 9998
VAN METER IA 50261-9998



June 9-11, 1995

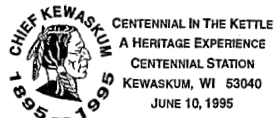
KIT CARSON RENDEZVOUS
POSTMASTER
PO BOX 9998
CARSON CITY NV 89701-9998

(Artwork Unavailable)

June 10, 1995

BRAND'N STATION
POSTMASTER
255 MAIN
RICHFIELD ID 83349-9998

Continued



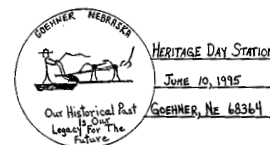
June 10, 1995
CENTENNIAL STATION
POSTMASTER
347 MAIN ST
KEWASKUM WI 53040-9998



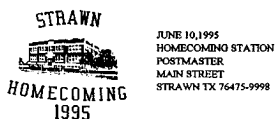
June 10, 1995
FOUNDERS DAY FESTIVAL STATION
POSTMASTER
25 VETERANS PL
BERGENFIELD NJ 07621-9998



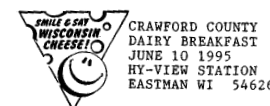
June 10, 1995
CENTENNIAL STATION
POSTMASTER
94221 N BANK ROGUE
WEDDERBURN OR 97491-9998



June 10, 1995
HERITAGE DAY STATION
POSTMASTER
PO BOX 9998
GOEHNER NE 68364-9998



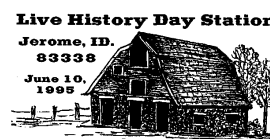
June 10, 1995
City of Strawn
HOMECOMING STATION
POSTMASTER
PO BOX 9998
STRAWN TX 76475-9998



June 10, 1995
CRAWFORD COUNTY
DAIRY BREAKFAST
JUNE 10 1995
HY-VIEW STATION
EASTMAN WI 54626



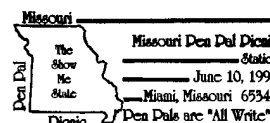
June 10, 1995
CUSTOMER APPRECIATION DAY
STATION
POSTMASTER
PO BOX 9998
SAFETY HARBOR FL 34695-9998



June 10, 1995
Jerome County Historical Society
LIVE HISTORY DAY STATION
POSTMASTER
154 1ST AVE E
JEROME ID 83338-9998



June 10, 1995
DALE & MARTHA HAWK MUSEUM
STATION
POSTMASTER
PO BOX 9998
WOLFORD ND 58385-9998



June 10, 1995
MISSOURI PEN PAL PICNIC STATION
POSTMASTER
PO BOX 9998
MIAMI MO 65344-9998



June 10, 1995
DONNA REED FESTIVAL STATION
POSTMASTER
102 N MAIN ST
DENISON IA 51442-9998

(Artwork Unavailable)

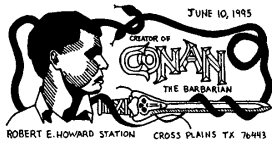
June 10, 1995
Mt. Olive, Illinois
MOTHER JONES JUBILEE STATION
PO BOX 9998
MT OLIVE IL 62069-9998



June 10, 1995
Dos Rios Elementary School, Evans Area
Chamber of Commerce
125TH ANNIVERSARY STATION
POSTMASTER
3834 BOULDER ST
EVANS CO 80620-9998



June 10, 1995
150th Anniversary of the Post Office
POINT BASSE STATION
POSTMASTER
1001 MARKET ST
NEKEOSHA WI 54457-9998



June 10, 1995

Project Pride

ROBERT E HOWARD STATION
POSTMASTER
PO BOX 9998
CROSS PLAINS TX 76443-9998



June 10-11, 1995

Cape Fair Chamber of Commerce

10TH ANNUAL OINKLAWN DOWNS PIG
RACES BBQ & CRAFT FESTIVAL
STATION
POSTMASTER
105 STATE RT 76 W
CAPE FAIR MO 65624-9998



June 10, 1995

SPARTA STATION
POSTMASTER
PO BOX 9998
SPARTA WI 54656-9998



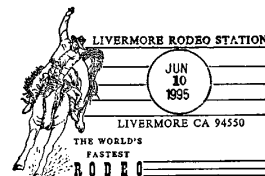
June 10-11, 1995

HIGH ON AMERICA AIR SHOW STATION
POSTMASTER
PO BOX 9998
KALAMAZOO MI 49001-9998



June 10, 1995

ST PATRICKS STATION
POSTMASTER
PO BOX 9998
GRESHAM OR 97030-9998



June 10-11, 1995

LIVERMORE RODEO STATION
POSTMASTER
220 S LIVERMORE AVE
LIVERMORE CA 94550-9998



June 10, 1995

TREMONT STATION
POSTMASTER
PO BOX 9998
TREMONT IL 61568-9998



June 10-11, 1995

Valley Art Center

ART BY THE FALLS STATION
POSTMASTER
160 E WASHINGTON ST
CHAGRIN FALLS OH 44022-9998



June 10, 1995

USPS and Mt. Washington Cog Railway

MT WASHINGTON STATION
POSTMASTER
RT 3 N
TWIN MOUNTAIN NH 03595-9998

(Artwork Unavailable)

June 10-17, 1995

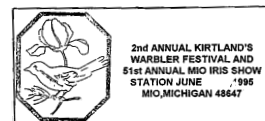
CHIMNEY POINT
POSTMASTER
RD1 BOX 3546 RT 17
VERGENNES VT 05491-8705



June 10, 1995

1946-1995
JUNE 10, 1995

WATERMELON FESTIVAL STATION
POSTMASTER
400 SW 7TH ST
NEWBERRY FL 32669-9998



June 10-18, 1995

2ND ANNUAL KIRTLANDS WARBLER
FESTIVAL AND 51ST ANNUAL MIO
IRIS SHOW STATION
POSTMASTER
PO BOX 9998
MIO MI 48647-9998

(Artwork Unavailable)

June 10-11, 1995

ALGONQUIN MILL STATION
POSTMASTER
PO BOX 174
CARROLLTON OH 447616-9586



June 10-25, 1995

QUARTZ MOUNTAIN STATION
POSTMASTER
1024 MAIN ST
LONE WOLF OK 73655-9998

Continued



ALBION-LITTLE RIVER
FIRE DEPARTMENT
34th ANNUAL BARBEQUE
STATION
JUNE 11, 1995
ALBION CA 95410

June 11, 1995

Albion Little River Fire Department

34TH ANNUAL BARBEQUE STATION
POSTMASTER
3350 ALBION RIDGE RD
ALBION CA 95410-9998

(Artwork Unavailable)

June 11, 1995

VERPEX STATION
POSTMASTER
151 WEST ST
RUTLAND VT 05701-9998

Batsto, NJ 08037
June 11, 1995



DECOY and WOODCARVER'S SHOW STATION

June 11, 1995

Batsto Citizens Commerce

DECOY AND WOODCARVERS SHOW
STATION
POSTMASTER
114 S 3RD ST
HAMMONTON NJ 08037-9998



**Centennial
Celebration Station**
New Plymouth, ID 83655
Friday, June 23, 1995

June 12, 1995

Chamber Of Commerce

CENTENNIAL CELEBRATION STATION
POSTMASTER
108 E MAPLE
NEW PLYMOUTH ID 83655-9998



June 11, 1995

GRAND ARMY PLAZA STATION
POSTMASTER
1050 FORBELL ST
BROOKLYN NY 11256-9998



UAW Station, Anaheim, CA 92803-9998

June 12-13, 1995

UAW

UAW STATION
POSTMASTER
PO BOX 9998
ANAHEIM CA 92803-9998



June 11, 1995

INDUCTION STATION
POSTMASTER
118 S PETERBORO ST
CANASTOTA NY 13032-9998

FORT SITE STATION
1795 - BICENTENNIAL - 1995
THIRD EDITION
FORT RECOVERY, OHIO 45846
JUNE 13, 1995



June 13, 1995

FORT SITE STATION
POSTMASTER
206 ST CLAIR ST
FT RECOVERY OH 45846-9998



June 11, 1995
Bear Mountain, NY 10911

Celebrate Your Heritage!

June 11, 1995

MULTICUTURAL DAY STATION
POSTMASTER
PO BOX 9998
BEAR MOUNTAIN NY 10911-9998



Centennial Station
June 14, 1995

June 14, 1995

CENTENNIAL STATION
POSTMASTER
201 HIGH ST NE
WARREN OH 44481-9998



STONE CITY, ANAMOSA
IOWA STA.
52205

June 11, 1995

STONE CITY ANAMOSA IOWA STATION
POSTMASTER
116 S FORD ST
ANAMOSA IA 52205-9998



June 14, 1995
Poughkeepsie, NY 12601
F.D.R. Station

June 14, 1995

FDR STATION
POSTMASTER
55 MANSION ST
POUGHKEEPSIE, NY 12601-9998



June 11, 1995
Embarrass, Mn
55732

Timber Hall Station

June 11, 1995

TIMBER HALL STATION
POSTMASTER
PO BOX 9998
EMBARRASS MN 55732-9998



Fort McHenry
Flag Day Station
Baltimore, Maryland 21230

June 14, 1995

FLAG DAY STATION
POSTMASTER
900 E FAYETTE ST
BALTIMORE MD 21233-9715

NEBRASKALAND DAYS



June 14, 1995

NEBRASKALAND DAYS STATION
POSTMASTER
1302 INDUSTRIAL AVE
NORTH PLATTE NE 69101-9998

(Artwork Unavailable)

June 16, 1995

DEDICATION STATION
POSTMASTER
7525 PARGON RD
DAYTON OH 45459-9998



War Memorial Station
Milwaukee WI
53202
June 14, 1995

June 14, 1995

WAR MEMORIAL STATION
POSTMASTER
345 W ST PAUL AVE
MILWAUKEE WI 53202-9998



June 16, 1995

Fairport Harbor Historical Society

LIGHTHOUSE STATION
POSTMASTER
2200 ORANGE AVE RM 206
CLEVELAND OH 44101-9998



June 15, 1995

Borough of Mechanicsburg, PA

JUBILEE DAY STATION
POSTMASTER
PO BOX 9998
MECHANICSBURG PA 17055-9998



June 16, 1995

LOS ALAMITOS STATION
POSTMASTER
10650 REAGAN ST
LOS ALAMITOS CA 90720-9998



June 15-18, 1995

The Noxen Fire Department

RATTLESNAKE ROUNDUP
POSTMASTER
PO BOX 9998
NOXEN PA 18636-9998



June 16, 1995

UUA General Assembly

34TH GENERAL ASSEMBLY STATION
POSTMASTER
904 W RIVERSIDE AVE
SPOKANE WA 99201-9998



100th Anniversary
U.S. Open Championship
Shinnecock Hills Station
Southampton, NY 11968
June 15-18, 1995

June 15-18, 1995

SHINNECOCK HILLS STATION
POSTMASTER
PO BOX 9998
SOUTHAMPTON NY 11968



June 16-17, 1995

SPRINGENFEST STATION
POSTMASTER
12 E OTTAWA ST
RICHWOOD OH 43344-9998



June 16th, 1995
Wyoming,
New York 14591

June 16, 1995

1 LAP OF AMERICA
POSTMASTER
2 S ACADEMY ST
WYOMING NY 14591-9998



June 16-17, 1995

City of Isleton

CRAWDAD FESTIVAL STATION
POSTMASTER
103 C ST
ISLETON CA 95641-9998



AUBURN CA 95603

JUNE 16, 1995

CRUISE NITE STATION

June 16, 1995

Auburn Downtown Business Association

CRUISE NITES STATION
POSTMASTER
371 NEVADA ST
AUBURN CA 95603-9998



June 17, 1995

City of Whiteface

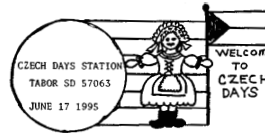
50TH ANNIVERSARY STATION
POSTMASTER
PO BOX 9998
WHITEFACE TX 79379-9998

Continued



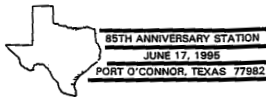
June 17, 1995

50TH ANNIVERSARY STATION
POSTMASTER
215 S 2ND AVE E
NEWTON IA 50208-9998



June 17, 1995

CZECH DAYS STATION
POSTMASTER
PO BOX 9998
TABOR SD 57063-9998



June 17, 1995

85TH ANNIVERSARY STATION
POSTMASTER
PO BOX 9998
PORT OCONNOR TX 77982-9998



June 17, 1995

Daughters of the Republic of Texas

35TH CRT CONVENTION STATION
POSTMASTER
401 FRANKIN
HOUSTON TX 77201-9998



June 17, 1995

BCAL 19TH ANNUAL ART FAIR STATION
POSTMASTER
PO BOX 9998
BAYPORT MN 55003-9998



June 17, 1995

FIRST DAY OF BASS SEASON STATION
POSTMASTER
565 W NEWPORT RD
ELM PA 17521-9998



June 17, 1995

BLUEBERRY FESTIVAL STATION
POSTMASTER
323 BELLEVILLE AVE
BREWTON AL 36436-9998



June 17, 1995

Fredericktown Community

RIVERFEST STATION
POSTMASTER
P O BOX 9998
FREDERICKTOWN PA 15333-9998



June 17, 1995

CITY HALL STATION
POSTMASTER
11111 JEFFERSON BLVD
CULVER CITY CA 90230-9998



June 17, 1995

Geisinger Hospital

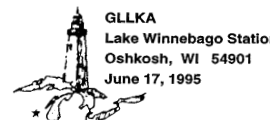
THE CHILDRENS HOSPITAL STATION
POSTMASTER
PO BOX 9998
DANVILLE PA 17821-9998



June 17, 1995

City of San Felipe

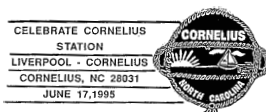
COLONIAL CAPITAL STATION
POSTMASTER
PO BOX 9998
SAN FELIPE TX 77473-9998



June 17, 1995

Great Lakes Lighthouse Keepers Association (GLLKA)

LAKE WINNEBAGO STATION
POSTMASTER
1025 W 20TH AVE
OSHKOSH WI 54901-9998



June 17, 1995

Cornelius Chamber of Commerce and USPS

CORNELIUS STATION
POSTMASTER
201 CATAWBA AVE
CORNELIUS NC 28031-9998



June 17, 1995

LIVINGSTON POPCORN FESTIVAL STATION
POSTMASTER
CENTRAL ST
LIVINGSTON WI 53554-9998



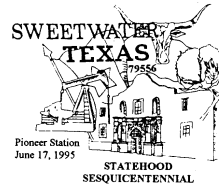
June 17, 1995
LONE STAR STATION
POSTMASTER
PO BOX 9998
GOLIAD TX 77963-9998



June 17, 1995
PIONEER INDIAN DAYS STATION
POSTMASTER
PO BOX 9998
GOOD THUNDER MN 56037-9998



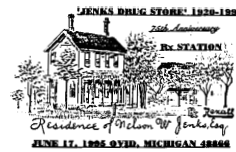
June 17, 1995
LONG ISLAND FLOAT DAY
POSTMASTER
P O BOX 9998
LONG ISLAND VA 24569-9998



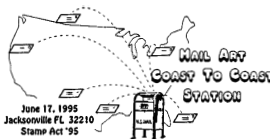
June 17, 1995
Pioneer Museum
PIONEER STATION
POSTMASTER
201 E THIRD ST
SWEETWATER TX 79556-9998



June 17, 1995
Luzerne Township Volunteer Fire Company
FAYETTE COUNTY FERRY BOARD
FESTIVAL STATION
POSTMASTER
PO BOX 9998
LA BELLE PA 15450-9998



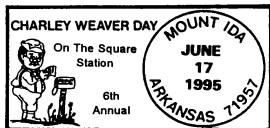
June 17, 1995
RX STATION
POSTMASTER
PO BOX 9998
OVID MI 48866-9998



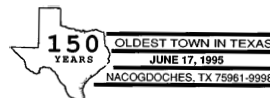
June 17, 1995
MAIL ART COAST TO COAST STATION
POSTMASTER
14670 DUVAL ROAD
JACKSONVILLE FL 32218-2460



June 17, 1995
SANDY POINT STATION
POSTMASTER
PO BOX 9998
SANDY POINT ME 04972-9998



June 17, 1995
ON THE SQUARE STATION
POSTMASTER
PO BOX 9998
MOUNT IDA AR 71957-9998



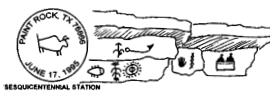
June 17, 1995
Sesquicentennial Committee of Nacogdoches
OLDEST TOWN IN TEXAS STATION
POSTMASTER
3007 UNIVERSITY DR
NACOGDOCHES TX 75961-9998



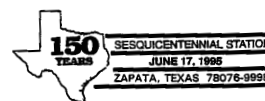
June 17, 1995
ONSET MA STATION
POSTMASTER
214 ONSET AVE
ONSET MA 02558-9998



June 17, 1995
SESQUICENTENNIAL STATION
POSTMASTER
5310 PLEASANT RUN RD
COLLEYVILLE, TX 76034-9998

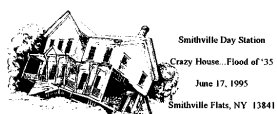


June 17, 1995
Paint Rock Senior Citizens
SESQUICENTENNIAL STATION
POSTMASTER
PO BOX 9998
PAINT ROCK TX 76866-9998



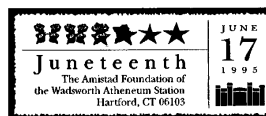
June 17, 1995
SESQUICENTENNIAL STATION
POSTMASTER
PO BOX 9998
ZAPATA TX 78078-9998

Continued



June 17, 1995

SMITHVILLE DAY STATIONS
POSTMASTER
MAIN ST
SMITHVILLE FLATS NY 13841-9998



June 17, 1995

WADSWORTH ATHENEUM STATION
POSTMASTER
141 WESTON ST
HARTFORD CT 06101-9991



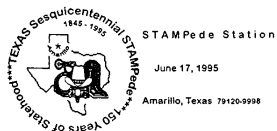
June 17, 1995

SPRINGFIELD ARMORY
POSTMASTER
ONE ARMORY SQUARE
SPRINGFIELD MA 01105-1299



June 17, 1995

WILCOX PARK STATION
POSTMASTER
110 THOM HARVEY RD
WESTERLY RI 02891-9998



June 17, 1995

Sesquicentennial Committee
STAMPEDE STATION
POSTMASTER
2301 ROSS ST
AMARILLO TX 79120-9998



June 17, 1995

WILDERNESS TRAILS EXPRESS
STATION
POSTMASTER
132 NW 6TH ST
GRANTS PASS, OR 97526-9998



June 17, 1995

STATEHOOD STATION
POSTMASTER
303 W OAK AVE
MERTZON TX 76941-9998



June 17, 1995

South Plains Stamp Club

XIT STATION
POSTMASTER
1515 AVENUE G
LUBBOCK TX 79402-9998



June 17, 1995

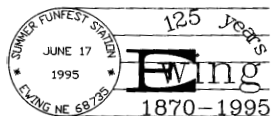
STATEHOOD STATION
POSTMASTER
PO BOX 9998
BARNHART TX 76930-9998



June 17-18, 1995

Earl Anderson Memorial Rodeo

EARL ANDERSON MEMORIAL RODEO
CELEBRATION
POSTMASTER
303 CHATOGA
GROVER CA 80729-9998



June 17, 1995

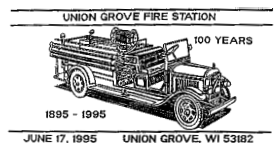
SUMMER FUNFEST STATION
POSTMASTER
PO BOX 9998
EWING NE 68735-9998



June 17-18, 24-25, 1995

American Folkways Festival

AMERICAN FOLKWAY FESTIVAL STATION
POSTMASTER
PO BOX 334
CLINTONVILLE PA 16372-9998



June 17, 1995

UNION GROVE FIRE STATION
POSTMASTER
830 MAIN ST
UNION GROVE WI 53182-9998



June 17-23, 1995

TRAIL DRIVE STATION
POSTMASTER
PO BOX 60000
MIDLAND TX 79701-9998



June 17-25, 1995

CHAUTAUQUA STATION
POSTMASTER
105 E MAIN ST
WYTHEVILLE VA 24382-9998



June 18, 1995

LORAIN LIGHTHOUSE STATION
POSTMASTER
863 BROADWAY AVE
LORAIN OH 44052-9998



**BICENTENNIAL
STATION
DANBURY, NH
03230
JUNE 18, 1995**

June 18, 1995

Bicentennial Committee of Danbury

BICENTENNIAL STATION
POSTMASTER
US ROUTE 4
DANBURY NH 03230-9998



June 18, 1995

Corry Area Fine Arts Council

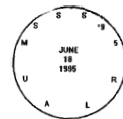
SUNDAY IN THE PARK STATION
POSTMASTER
PO BOX 9998
CORRY PA 16407-9998



**GREAT LAKES
LIGHTHOUSE
STATION
JUNE 18, 1995
SOUTH HAVEN MI 49090**

June 18, 1995

GREAT LAKES LIGHTHOUSE STATION
POSTMASTER
PO BOX 9998
SOUTH HAVEN MI 49090-9998



27th ANNUAL MID-SOUTH SUMMER
SCHOOL ON ALCOHOL AND DRUG
ABUSE PROBLEMS

U A L R STATION
LITTLE ROCK AR 72204

June 18, 1995

UALR STATION
POSTMASTER
600 E CAPITOL AVE
LITTLE ROCK AR 72202-9998



**Great Lakes Lighthouse
Saginaw River Station
JUNE 18, 1995
BAY CITY, MI
48707**

June 18, 1995

GREAT LAKES LIGHTHOUSE SAGINAW
RIVER STATION
POSTMASTER
PO BOX 9998
BAY CITY MI 48787-9998



**GREAT LAKES
LIGHTHOUSE
STATION
JUNE 19, 1995
DAVISON MI 48423**

June 19, 1995

GREAT LAKES LIGHTHOUSE STATION
POSTMASTER
PO BOX 9998
DAVISON MI 48423-9998



**GREAT LAKES
LIGHTHOUSE STATION
JUNE 18, 1995
MACKINAW CITY MI
49701
OLD MACKINAW POINT 1892**

June 18, 1995

GREAT LAKES LIGHTHOUSE STATION
POSTMASTER
PO BOX 9998
MACKINAW CITY MI 49701-9998



**GREAT LAKES
LIGHTHOUSE
STATION
JUNE 19, 1995
ROGERS CITY MI 49779**

June 19, 1995

GREAT LAKES LIGHTHOUSE STATION
POSTMASTER
PO BOX 9998
ROGERS CITY MI 49779-9998



June 18, 1995

Lathrop Antique Car, Tractor and Engine
Assn

ANTIQUE CAR, TRACTOR & ENGINE
STATION
POSTMASTER
606 OAK ST
LATHROP MO 64465-9998



**GREAT LAKES
LIGHTHOUSE
STATION
JUNE 19, 1995
PERRINTON MI 48871**

June 19, 1995

GREAT LAKES LIGHTHOUSE STATION
POSTMASTER
PO BOX 9998
PERRINTON MI 48871-9998



**Lighthouse Station
St Joseph MI 49085
June 18, 1995**

June 18, 1995

LIGHTHOUSE STATION
POSTMASTER
PO BOX 9998
ST JOSEPH MI 49085-9998



**HAZENSISLE
LIGHTHOUSE
STATION
JUNE 19
1995
HOUGHTON LAKE HEIGHTS MI 48630**

June 19, 1995

HAZENSISLE LIGHTHOUSE STATION
POSTMASTER
PO BOX 9998
HOUGHTON LAKE HTS MI 48630-9998

Continued



June 19-24, 1995

GREAT LAKES LIGHTHOUSE STATION
POSTMASTER
PO BOX 9998
SAWYER MI 49125-9998

(Artwork Unavailable)

June 19, 1995

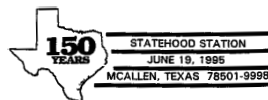
SPLIT ROCK LIGHTHOUSE STATION
POSTMASTER
PO BOX 9998
DULUTH MN 55801-9998



JAY MAINE
TOWN MEETING STATION
04239
JUNE 19, 1995

June 19, 1995

JAY MAINE TOWN MEETING STATION
POSTMASTER
158 MAIN ST
JAY ME 04239-9998



June 19, 1995

STATEHOOD STATION
POSTMASTER
620 E PECAN AVE
MCALLEN TX 78501-9998



June 19, 1995

JUNETEENTH CELEBRATION STATION
POSTMASTER
4600 MARK IV PKY
FT WORTH TX 76161-9998



June 20, 1995

CENTENNIAL STATION
POSTMASTER
103 HIGHWAY 22
IDANHA OR 97350-9998



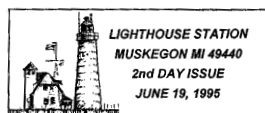
June 19, 1995

LET'S PLAY BALL STATION
POSTMASTER
PO BOX 9998
MOUNTAIN DALE NY 12763-9998



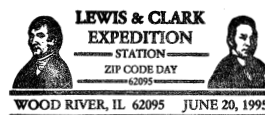
June 20, 1995

USPS, Erie PA
BALL PARK STATION
POSTMASTER
PO BOX 9998
ERIE PA 16515-9998



June 19, 1995

LIGHTHOUSE STATION
POSTMASTER
PO BOX 9998
MUSKEGON MI 49440-9998



June 20, 1995

Wood River City Council
LEWIS & CLARK EXPEDITION STATION
POSTMASTER
PO BOX 9998
WOOD RIVER IL 62095-9998



June 19, 1995

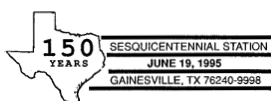
*Our Beacon Shines on the Grand Opening
of the Grand Rapids Philatelic Station*

GRAND RAPIDS PHILATELIC STATION
POSTMASTER
PO BOX 9998
GRAND RAPIDS MI 49599-9998



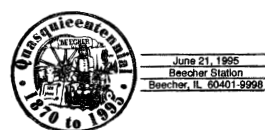
June 21, 1995

50TH ANNIVERSARY STATION
POSTMASTER
231 SOUTH MAIN ST
HALIFAX VA 24558-9998



June 19-20, 1995

SEQUOYIA CENTENNIAL STATION
POSTMASTER
321 E CALIFORNIA ST
GAINESVILLE TX 76240-9998



June 21, 1995

Beecher, Illinois Post Office
BEECHER STATION
POSTMASTER
PO BOX 9998
BEECHER IL 60401-9998



CENTENNIAL STATION
MCLLOUD OK 74851
JUNE 21, 1995

June 21, 1995
CENTENNIAL STATION
POSTMASTER
700 S 8TH ST
MCLLOUD OK 74851-9998

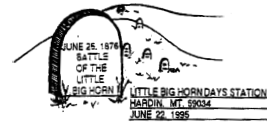


SQUARE DANCE STA.
JUNE 21, 1995
BIRMINGHAM AL 35203

June 21-24, 1995
SQUARE DANCE STATION
POSTMASTER
351 24TH ST N
BIRMINGHAM AL 35203-9611



June 21, 1995
GERMAN VILLAGE SOCIETY SOUTH
PARK STATION
POSTMASTER
PO BOX 9998
QUINCY IL 62301-9998



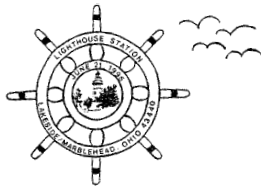
June 22, 1995
Big Horn County Historical Society
LITTLE BIG HORN DAYS STATION
POSTMASTER
PO BOX 9998
HARDIN MT 59034-9998



June 21, 1995
GREAT LAKES LIGHTHOUSES STATION
POSTMASTER
2200 ORANGE AVE
CLEVELAND OH 44101-9210



June 22, 1995
PAIUTE NEIGHBORHOOD CENTER
STATION
POSTMASTER
6536 E OSBORN RD
SCOTTSDALE AZ 85251-6026



June 21, 1995
Lakeside-Marblehead Post Office
LIGHTHOUSE STATION
POSTMASTER
1306 W MAIN ST
LAKESIDE-MARBLEHEAD OH 43440-9998



June 28, 1995
RAYBURN SPACE STATION
POSTMASTER
900 BRENTWOOD RD NE
WASHINGTON DC 20066-9998

STAMP ANNOUNCEMENT 95-33

Alice Paul Definitive Stamp



Copyright USPS 1995

The Postal Service will issue a 78-cent Alice Paul definitive stamp (Item 1076), in a pane of 100, on August 18 in Mount Laurel, NJ. The stamp, designed by Chris Calle of Ridgefield, CT, features Alice Paul, an American woman suffrage leader, who introduced the first equal rights amendment campaign.

While doing graduate work in England, Paul joined the British suffragettes in about 1908, participating in militant actions and receiving three jail sentences. After returning to the United States, she advocated the use of militant tactics to publicize the need for a federal woman suffrage amendment to the U.S. Constitution. As chairman of the Congressional Union for Woman Suffrage (founded in 1913), later the National Woman's Party, Paul ordered marches, White House protests, and rallies. After the suffrage amendment was ratified in 1920, she urged the enactment of a federal equal rights amendment to the U.S. Constitution. She wrote the "Lucretia Mott" amendment in 1923.

In 1938, Paul organized the World Party for Equal Rights for Women, known as the World Women's Party. She also successfully lobbied for references to sex equality in the preamble to the United Nations charter and in the 1964 U.S. Civil Rights Act.

The Alice Paul stamp, the latest addition to the Great American Series, goes on sale nationwide August 19.

How to Order the First Day of Issue Postmark

Customers have 30 days to obtain the first day of issue postmark by mail. They may purchase the new stamp at their local post office, affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place the items in a larger envelope addressed to:

ALICE PAUL STAMP
POSTMASTER
200 WALT WHITMAN AVE
MOUNT LAUREL NJ 08054-9998

After applying the first day of issue postmark, the Postal Service returns the envelopes through the mail. There is no

Issue:	Alice Paul
Denomination:	78 cents
Format:	Pane of 100
Item Number:	1076
Issue Date:	August 18, 1995
Nationwide Sale Date:	August 19, 1995
Issue City & State:	Mount Laurel, NJ
Designer:	Chris Calle, Ridgefield, CT
Art Director:	Derry Noyes, Washington, DC
Typographer:	John Boyd, Anagraphics, New York, NY
Project Manager:	Elizabeth Altobell, Stamp Services, USPS
Modeler:	Ron Centra, Banknote Corporation of America
Manufacturing Process:	Intaglio
Printer:	Banknote Corporation of America (BCA)
Color:	Purple PMS 268
Size:	0.71 x 0.82 in/18.0 x 20.8 mm (image area) 0.84 x 0.99 in/21.3 x 25.1 mm (overall) 9.1 x 10.24 in/231.1 x 260.1 mm (full pane)
Plate Number:	"B" followed by one single digit
Marginal Markings:	© USPS 1995 • Plate Position Diagram • Price • Promotional Information

charge for the postmark. All orders must be postmarked by September 17, 1995.

The Philatelic Fulfillment Service Center also offers first day covers for new stamp issues and postal stationery items postmarked with the official first day of issue cancellation. Each item has an individual catalog number and is offered in the quarterly *Stamps etc.* catalog. Customers may request a free catalog by writing to:

PHILATELIC FULFILLMENT SERVICE CENTER
US POSTAL SERVICE
PO BOX 419424
KANSAS CITY MO 64141-6424

or by telephoning 1-800-STAMP-24.

First day covers remain on sale for at least 90 days after the stamp's issuance.

—Stamp Services, Marketing, 7-6-95

DISTRIBUTION

Alice Paul Definitive Stamp, Item 1076

All stamp distribution offices (SDOs) will receive standard automatic distribution quantities for a 100-stamp pane, rounded to the nearest master carton size (250,000 stamps). Distribution will be completed by July 18.

Philatelic Requirement

Post offices with authorized philatelic centers will receive the following automatic distribution:

Offices That Receive Four-Position Stock in These Quantities	Will Receive These Quantities of the 78-Cent Alice Paul Stamp
20,000	40,000
40,000	80,000
60,000	120,000
80,000	160,000
125,000	250,000
250,000	500,000
375,000	750,000
625,000	1,250,000

There will not be an automatic shipment of this issue to post offices. The Minneapolis Information System Service Center *will not* provide a distribution listing or Form 3309, *Advice of Shipment/Stamp Invoice*.

To obtain quantities of this issue, post offices must immediately submit separate Forms 17, *Stamp Requisition*, to their designated SDOs. SDOs must not distribute stamps to post offices before August 10, 1995. There will not be back-up quantities of this item at the accountable paper depositories.

—Stamp Services, Marketing, 7-6-95

STAMP ANNOUNCEMENT 95-34

Prehistoric Animals Commemorative Stamps



Copyright USPS 1994

The Postal Service will issue a pane of 20 32-cent Prehistoric Animals commemorative stamps (Item 4467) on August 24 in Saint Louis, MO. The four stamps were designed by Davis Meltzer of Huntingdon Valley, PA. The stamps feature four mysterious creatures from the past: the eohippus, woolly mammoth, mastodon, and the saber-toothed cat.

The eohippus, the earliest relative of the horse, roamed North America more than 50 million years ago. This small, horse-like creature was roughly the size of a whippet dog, with four toes on its front feet and three toes behind. Eohippus is the earliest known ancestor of the family tree of horses that evolved into many creatures we know today, including zebras.

First discovered in drawings on the walls of prehistoric cave dwellings in France and later recovered from the age-old Siberian permafrost, the woolly mammoth is thought to be the ancestor of the Asian elephant. At first glance, the woolly mammoth resembles the present-day elephant, but on closer inspection its differences become apparent. Distinguished by its thick coat of black wool and long drooping "guard-hairs," the woolly mammoth carried large fat deposits on its shoulders and head that scientists believe provided reserve energy for the extreme conditions in which it lived and roamed.

The American mastodon was the last of a long line of diverse elephants that roamed the Earth during the last Ice Age. About the size of current-day Asian elephants, this enormous gentle species roamed the continent of North America from Alaska to Florida. Strict vegetarians, these great creatures fed on small shrubs and other bog

Continued next page

Continued

vegetation. Like their counterpart the woolly mammoth, mastodons disappeared at the close of the last Ice Age, roughly 10,000 years ago.

The saber-toothed cat, boasting large, blade-like canine teeth as long as 6 inches, roamed throughout North and South America. These sleek yet ferocious saber-toothed cats are thought to have preyed on large-bodied mammals such as the offspring of woolly mammoths and mastodons. They, too, became extinct during the last Ice Age.

The Prehistoric Animals commemorative stamps go on sale nationwide August 25, 1995.

How to Order the First Day of Issue Postmark

Customers have 30 days to obtain the first day of issue postmark by mail. They may purchase the new stamps at their local post office, affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place the items in a larger envelope addressed to:

PREHISTORIC ANIMALS STAMPS
POSTMASTER
1720 MARKET ST
ST LOUIS MO 63155-9998

After applying the first day of issue postmark, the Postal Service returns the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by September 23, 1995. The Philatelic Fulfillment Service Center also offers first day covers for new stamp issues and postal stationery items postmarked with the official first day of issue cancellation. Each item has an individual catalog number and is offered in the quarterly *Stamps etc.* catalog. Customers may request a free catalog by writing to:

PHILATELIC FULFILLMENT SERVICE CENTER
US POSTAL SERVICE
PO BOX 419424
KANSAS CITY MO 64141-6424

or by telephoning 1-800-STAMP-24.

First day covers remain on sale for at least 90 days after the stamp's issuance.

Issue:	Prehistoric Animals
Denomination:	32 cents
Format:	Pane of 20
Item Number:	4467
Issue Date:	August 24, 1995
Nationwide Sale Date:	August 25, 1995
Issue City & State:	Saint Louis, MO
Designer:	Davis Meltzer, Huntingdon Valley, PA
Art Director:	Howard Paine, Delaplane, VA
Typographer:	Tom Mann, Mann & Mann Graphics, Warrenton, VA
Project Manager:	Terry McCaffrey, Stamp Services, USPS
Modeler:	Joe Sheeran, Ashton-Potter (USA) Ltd.
Manufacturing Process:	Combination offset-intaglio
Printer:	Ashton-Potter (USA) Ltd.
Colors:	Yellow, magenta, cyan, and black
Size:	1.44 x 1.11 in/36.6 x 28.0 mm (image area) 1.56 x 1.23 in/39.6 x 31.1 mm (overall) 7.80 x 6.15 in/198 x 156.2 mm (full pane)
Plate Number:	"P" followed by four single digits plus one single digit
Marginal Markings:	© USPS 1994 • Plate Position Diagram • Price • Promotional Copy

—Stamp Services, Marketing, 7-6-95

STAMP ANNOUNCEMENT 95-35

Women's Suffrage Commemorative Stamp



Copyright USPS 1995

The Postal Service will issue a 32-cent Women's Suffrage commemorative stamp (Item 4464), in a pane of 40, in Washington, DC, on August 26, marking the anniversary of the passage of the 19th Amendment to the U.S. Constitution. On February 28, 1913, in Washington, DC, during the inauguration of President Woodrow Wilson, a procession of women from all professions and occupations descended upon the White House—one of the many marches and protestations in the long struggle for the enfranchisement of women in the United States. On May 16, 1976—63 years later—thousands of supporters of the proposed Equal Rights Amendment marched to the Illinois State Capitol. Photographs of these two milestones in American history have been artistically combined with typography and symbols to create the design featured on the Women's Suffrage stamp. The stamp recognizes the contributions of the women's suffrage movement and the landmark ratification of the 19th amendment (women's right to vote) to the U.S. Constitution.

Designed by April Greiman of Los Angeles, CA, the stamp goes on sale nationwide August 28.

How to Order the First Day of Issue Postmark

Customers have 30 days to obtain the first day of issue postmark by mail. They may purchase the new stamp at their local post office, affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place the items in a larger envelope addressed to:

WOMENS SUFFRAGE STAMP
POSTMASTER
900 BRENTWOOD RD NE
WASHINGTON DC 20066-9991

After applying the first day of issue postmark, the Postal Service returns the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by September 25, 1995.

Issue:	Women's Suffrage
Denomination:	32 cents
Format:	Pane of 40
Item Number:	4464
Issue Date:	August 26, 1995
Nationwide Sale Date:	August 28, 1995
Issue City & State:	Washington, DC
Designer:	April Greiman, Los Angeles, CA
Art Director:	Carl Herrman, Ponte Vedra Beach, FL
Typographer:	April Greiman
Project Manager:	Elizabeth Altobell, Stamp Services, USPS
Modeler:	Joe Sheeran, Ashton-Potter (USA) Ltd.
Manufacturing Process:	Combination offset-intaglio
Printer:	Ashton-Potter (USA) Ltd.
Colors:	Yellow, magenta, cyan, and black
Size:	1.10 x 1.42 in/27.9 x 36.1 mm (image area) 1.24 x 1.56 in/31.5 x 39.6 mm (overall) 7.80 x 7.47 in/198.1 x 189.7 mm (full pane)
Plate Number:	"P" followed by four single digits, plus one single digit
Marginal Markings:	© USPS 1995 • Plate Position Diagram • Price • Promotional Copy

The Philatelic Fulfillment Service Center also offers first day covers for new stamp issues and postal stationery items postmarked with the official first day of issue cancellation. Each item has an individual catalog number and is offered in the quarterly *Stamps etc.* catalog. Customers may request a free catalog by writing to:

PHILATELIC FULFILLMENT SERVICE CENTER
US POSTAL SERVICE
PO BOX 419424
KANSAS CITY MO 64141-6424

or by telephoning 1-800-STAMP-24.

First day covers remain on sale for at least 90 days after the stamp's issuance.

—Stamp Services, Marketing, 7-6-95

POST OFFICE**Post Office Changes Number 13**

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	017460	35662	AL	Sheffield	Colbert	Muscle Shoals	Classified Branch	7/10/95	This announcement establishes Muscle Shoals AL as an independent post office. Use Muscle Shoals AL 35662 as last line of address.
New	015840	35662	AL	Muscle Shoals	Colbert	Main Office	Post Office	7/10/95	
Old	051680	95426	CA	Cobb	Lake	Loch Lomond	Community Post Office	5/18/94	Community post office discontinued. ZIP Code 95426 is retained. Establish a place name. Loch Lomond CA becomes an acceptable place name for use with ZIP Code 95461. This amends PB 21878.
New	054908	95461	CA	Middletown	Lake	Loch Lomond	Place Name	5/18/94	
Old	117635	33063	FL	Pompano	Broward	Main Office	Post Office	7/1/95	This rescinds a previously announced notice of a new delivery area ZIP Code in PB 21882.
New	117635	33078	FL	Pompano	Broward	Main Office	Post Office	7/1/95	
Old	206188	40978	KY	Plank	Clay	Main Office	Post Office	7/22/95	Post office and ZIP Code discontinued. Establish a place name. Plank KY becomes an acceptable place name for use with ZIP Code 40962.
New	204996	40962	KY	Manchester	Clay	Plank	Place Name	7/22/95	
Old	201100	41315	KY	Burkhart	Wolfe	Main Office	Post Office	8/5/95	Post office and ZIP Code discontinued. Establish a place name. Burkhart KY becomes an acceptable place name for use with ZIP Code 41301.
New	201224	41301	KY	Campton	Wolfe	Burkhart	Place Name	8/5/95	
Old	202152	41417	KY	Dingus	Morgan	Main Office	Post Office	7/22/95	Post office and ZIP Code discontinued. Establish a place name. Dingus KY becomes an acceptable place name for use with ZIP Code 41472.
New	208240	41472	KY	West Liberty	Morgan	Dingus	Place Name	7/22/95	
Old	200104	41710	KY	Allock	Perry	Main Office	Post Office	7/22/95	Post office and ZIP Code discontinued. Establish a place name. Allock KY becomes an acceptable place name for use with ZIP Code 41773.
New	207996	41773	KY	Vicco	Perry	Allock	Place Name	7/22/95	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	204488	41756	KY	Leatherwood	Perry	Main Office	Post Office	7/22/95	Post office and ZIP Code discontinued. Establish a place name. Leatherwood KY becomes an acceptable place name for use with ZIP Code 41731.
New	201740	41731	KY	Cornettsville	Perry	Leatherwood	Place Name	7/22/95	
Old	200152	41801	KY	Amburgey	Perry	Main Office	Post Office	7/22/95	Post office and ZIP Code discontinued. Establish a place name. Amburgey KY becomes an acceptable place name for use with ZIP Code 41773.
New	207996	41773	KY	Vicco	Perry	Amburgey	Place Name	7/22/95	
Old	205560	42358	KY	Narrows	Ohio	Main Office	Post Office	7/22/95	Post office and ZIP Code discontinued. Establish a place name. Narrows KY becomes an acceptable place name for use with ZIP Code 42347.
New	203588	42347	KY	Hartford	Ohio	Narrows	Place Name	7/22/95	
Old	226810	04273	ME	Poland	Androscoggin	Main Office	Post Office	7/23/94	Post office and ZIP Code discontinued. Establish a place name. Poland becomes an acceptable place name for use with ZIP Code 04274.
New	226825	04274	ME	Poland Springs	Androscoggin	Poland	Place Name	7/23/94	
Old	226825	04274	ME	Poland Springs	Androscoggin	Main Office	Post Office	8/1/95	This announcement changes the name of the Poland Springs Post Office to Poland Post Office. Poland Springs ME becomes an acceptable place name for use with ZIP Code 04274.
New	226825	04274	ME	Poland	Androscoggin	Poland Springs	Place Name	8/1/95	
Old	222370	04429	ME	East Holden	Penobscot	Main Office	Post Office	8/1/95	This announcement changes the name of the East Holden Post Office to Holden Post Office. East Holden ME becomes an acceptable place name for use with ZIP Code 00429.
New	222370	04429	ME	Holden	Penobscot	East Holden	Place Name	8/1/95	
Old	293834	59333	MT	Hathaway	Rosebud	Main Office	Post Office	7/29/95	Post office discontinued. Retain ZIP Code. Hathaway MT becomes an acceptable place name for use with ZIP Code 59333.
New	295724	59333	MT	Miles City	Custer	Hathaway	Place Name	7/29/95	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	344830	87541	NM	Las Tablas	Rio Arriba	Main Office	Post Office	7/29/95	Post office and ZIP Code discontinued. Establish a place name. Las Tablas NM becomes an acceptable place name for use with ZIP Code 87581.
New	349135	87581	NM	Vallecitos	Rio Arriba	Las Tablas	Place Name	7/29/95	
Old	407232	97136	OR	Rockaway	Tillamook	Main Office	Post Office	8/1/95	This announcement changes the name of the Rockaway Post Office to Rockaway Beach Post Office. Rockaway OR becomes an acceptable place name for use with ZIP Code 97136.
New	407232	97136	OR	Rockaway Beach	Tillamook	Rockaway	Place Name	8/1/95	
Old	413364	16127	PA	Grove City	Mercer	Main Office	Post Office	6/12/95	Establish a new classified branch. Use Grove City 16127 as last line of address.
New	413364	16127	PA	Grove City	Mercer	Grove City Factory Shops	Classified Branch	6/12/95	
Old	450480	29006	SC	Batesburg	Lexington	Main Office	Post Office	6/10/95	Post office discontinued. Retain ZIP Code. Establish a place name. Batesburg SC 29006 becomes an acceptable place name for use with ZIP Code 29006.
New	454920	29006	SC	Batesburg-Leesville	Lexington	Batesburg	Place name	6/10/95	
Old	454920	29070	SC	Leesville	Lexington	Main Office	Post Office	6/10/95	This announcement changes the name of the Leesville Post Office to Batesburg-Leesville Post Office. Leesville SC becomes an acceptable place name for use with ZIP Code 29070.
New	454920	29070	SC	Batesburg-Leesville	Lexington	Leesville	Place Name	6/10/95	
Old	458840	29595	SC	Trio	Williamsburg	Main Office	Post Office	7/16/94	Post office and ZIP Code discontinued. Establish a place name. Trio SC becomes an acceptable place name for use with ZIP Code 29590.
New	457800	29590	SC	Salters	Williamsburg	Trio	Place Name	7/16/95	

—Address Management, Operations Support, 7-6-95

POSTAL EMPLOYEES

ELM REVISION

Collection of Postal Debts

Employee and Labor Relations Manual 450, Collection of Postal Debts From Nonbargaining Employees, and 460, Collection of Postal Debts From Bargaining Unit Employees, are updated to clarify current practices, to provide new reporting relationships following the restructuring of the Postal Service, and to amend certain provisions identified below as substantive changes. Pages 42–68 of this *Bulletin* may be substituted for 450 and 460 in Issue 12.

Changes that affect neither policy nor procedures are the following: (1) changes are made to preserve grammatical and stylistic consistency and to regularize codification; (2) exhibit titles and headings are modified to improve readability; (3) some material is reworded minimally to clarify meaning; (4) the material in 452.24, Action Following Reconsideration of Debt and/or Offset Schedule, is reorganized for greater clarity; (5) the material in 460 is reorganized to move 462.1, Authority, into new 462.3, Statutory Offset Procedures, and subsequent sections through 462.4 are renumbered accordingly; and (6) *Recovery* is changed to *Collection* in the title of 450 and in 452.4.

Substantive changes include replacing *servicing postal data center* (PDC) with *Minneapolis Accounting Service Center* (ASC) throughout both subchapters and changing organization unit and/or position titles in 451.4g, 452.11, 452.231, 452.332, and 462.11.

Sections 452.31, 452.322d, 452.322f(3), 452.334, 452.335, 462.31, 462.42, 464.1, and 464.3 and exhibits 452.233 and 452.322 are amended to add a provision for an alternative amount of salary offset for bargaining unit employees.

Other substantive changes, marked by change bars in the margin, are as follows:

451.1 Scope is amended to extend the right to petition for hearing over letters of demand, under specific circumstances, to bargaining unit employees and to reference a new provision in 462.42 for an alternative amount of salary offset for a bargaining unit employee.

451.2 Representation is added to indicate that employees have the right to, and free choice of, representation, and that a postal employee designated as representative is granted a reasonable amount of official time to perform authorized functions. Subsequent sections of 451 are renumbered to accommodate the addition.

Exhibit 452.233, Form 3239, Payroll Deduction Authorization to Liquidate Postal Service Indebtedness, adds provisions for nonbargaining and bargaining unit employee offsets and deduction amounts.

452.241 Consideration and Response is amended to clarify the need for follow-up action.

452.322 Contents deletes the exhibit reference that excluded bargaining unit employees.

Exhibit 452.322 Sample Notice of Involuntary Administrative Salary Offsets deletes the exclusion for bargaining unit employees from the sample notice and adds both to the letter and to the Statement of Debtor's Rights and Responsibilities an alternative amount of salary offset for bargaining unit employees.

452.332a under **Requests for Postal Records** is amended to include a request by a bargaining unit employee or the union.

453.21 Notice is amended to indicate that the letter notifying an employee of the Postal Service's intention to initiate an offset to collect a debt reflected by a federal court judgment, as well as a copy of the court judgment, should be hand delivered if possible, and if not, then by certified or Express Mail, return receipt requested.

455.3 Collection of Debt Upon Separation is amended to add a provision for debt collection from former employees under the Federal Employee Retirement System (FERS).

461.1 Scope is amended to add a provision for application of regulations in 451.2, 451.5, 451.7, and 452.3 when circumstances specified in 462.32 apply to bargaining unit employees.

461.3 Definitions is amended to add the term *Severe Financial Hardship* for consistency with 451.4.

462.2 (formerly 462.3) Applicable Collection Procedures is amended to add provisions that extend the right to petition for a hearing over letters of demand issued to bargaining unit employees, to address the applicable grievance-arbitration procedure, to make certain provisions from 450 applicable to bargaining unit employees, and to change the limit on the amount of salary offsets to collect a debt.

462.3 Statutory Offset Procedures is amended to incorporate the former 462.1 Authority and to add or revise 462.32 through 462.42 to provide bargaining unit employees with statutory offset procedures in accordance with the Debt Collection Act.

464.1 Administrative Salary Offsets and **464.3 Administrative and Court Judgment Salary Offsets** are amended to add provisions that reference 462.42, which provides an alternative limit on the amount of salary offset to collect a debt that is owed to the Postal Service.

465.3 Collection of Debt Upon Separation is amended to add a provision for debt collection from former employees under the Federal Employee Retirement System (FERS).

—General Counsel, 7-6-95

450 Collection of Postal Debts From Nonbargaining Unit Employees

451 General

451.1 Scope

These regulations apply to the collection of any debt owed the Postal Service by a current postal employee who is not included in any collective bargaining unit. The regulations in 452.3 may apply also to the collection of any debt owed the Postal Service by a current postal employee who is included in any collective bargaining unit if the circumstances specified in 462.32 apply. Otherwise, procedures governing the collection of postal debts from bargaining unit employees are found in 460. Generally, the Postal Service may withhold a maximum of 15 percent of an employee's disposable pay each pay period after providing the employee with certain due process rights (see 452) except as provided in 462.4 in the case of a bargaining unit employee. If, however, a federal court has granted judgment upholding the debt, up to 25 percent of the employee's current pay may be withheld each pay period (see 453).

451.2 Representation

Employees have the right to, and free choice of, representation. An employee's designated representative, if also a postal employee and if otherwise in a duty status, is granted a reasonable amount of official time to perform any function for the employee that is authorized by these regulations.

451.3 Debts Due Other Federal Agencies

Regulations governing the collection by involuntary salary offset of debts owed by postal employees to federal agencies other than the Postal Service are specified in Handbook F-16, *Accounts Receivable*, Chapter 7.

451.4 Definitions

The following definitions apply to the material in this subchapter:

- a. *Administrative salary offset* — the collection of a postal or other government agency debt

through deductions from the disposable pay of a postal employee under the authority of section 5 of the Debt Collection Act of 1982, 5 U.S.C. 5514(a) (1982).

- b. *Court judgment salary offset* — the collection of a postal or other government agency debt through deductions from the current pay of a postal employee under the authority of section 124 of Public Law 97-276.
- c. *Current pay or disposable pay* — that part of an employee's salary that remains after all required deductions (normal retirement contributions, FICA and Medicare insurance taxes, federal income tax, state and local income taxes, and employee-paid federal health insurance premiums) are made.
- d. *Debt* — any outstanding amount owed to the Postal Service by a postal employee.
- e. *Employee* — a current employee of the Postal Service.
- f. *Pay* — basic pay, special pay, incentive pay, retired pay, retainer pay, or any other authorized pay, including cost-of-living adjustment or territorial cost-of-living allowance, received by an employee.
- g. *Postmaster or installation head* — the top management official at a particular post office or installation, or the official who has general supervisory responsibility for a debtor employed at Headquarters or in area offices. When a particular debtor is a postmaster or installation head, the term refers to the official to whom the postmaster or installation head reports.
- h. *Severe financial hardship* — an employee's inability to meet the essential material needs of the employee and his or her spouse and dependents because of offsets against pay. These essential material needs are food, housing, clothing, transportation, medical care, and any exceptional expenses.
- i. *Waiver* — the Postal Service's cancellation, remission, or forgiveness of a debt, the recovery of which is covered by these regulations.

451.5 Time Computation

In computing any period of time prescribed or allowed by these regulations, the day the designated period of time begins to run is not included. The last day of the period computed is included, unless it is a Saturday, Sunday, or legal holiday, in which event the period runs until the end of the next day that is not a Saturday, Sunday, or legal holiday.

451.6 Effect of Waiver Request

If an employee requests a waiver of a debt, the recovery of which is covered by these regulations, that request does not stay the collection process. However, if the waiver request ultimately is granted, the amount collected is refunded to the employee.

451.7 Service of Notice, Delivery of Records

A postmaster or installation head must hand deliver any notice required by, or any records requested pursuant to, these regulations to a postal employee and must obtain a dated, signed receipt of delivery. If such personal delivery is not possible, however, certified or Express Mail, return receipt requested, must be used.

452 Procedures Governing Administrative Salary Offsets

452.1 Determination and Collection of Debt

452.11 Establishment of Accounts Receivable

Depending upon the circumstances of a particular case, the determination of a debt subject to collection under this subchapter may be made by an official in the field or at the Minneapolis Accounting Service Center (ASC). For payroll-related debts discovered in the field, Form 2240, *Pay, Leave, or Other Hours Adjustment Request*, must be submitted to the Minneapolis ASC. Payroll-related debts discovered at the ASC level must be reported on Form 2248, *Monetary Payroll Adjustment*. Other debts must be reported to the manager of the Postal Accounts Branch, on Form 1902, *Justification for Billing Accounts Receivable*.

Regardless of the amount of the debt, it is the responsibility of the Minneapolis ASC to create a receivable for each debt and to forward an invoice to the postmaster or installation head at the facility where the debtor is employed. At the time a receivable is created, the ASC must ensure that the employee's records are flagged so that the final salary or lump sum leave payment for that employee is not made until the debt is paid.

452.12 Collection by Postmaster or Installation Head

Each postmaster or installation head is responsible for collecting, in accordance with these regulations, any debt owed to the Postal Service by an employee under his or her supervision. Postmasters or installation heads may delegate their responsibilities under these regulations.

452.2 Voluntary Repayment Procedures

452.21 General

The procedures in this section are intended to facilitate the informal resolution of employee-owned debts, and, in most cases, should be followed before the statutorily mandated procedures in 452.3 are initiated. However, if in the opinion of the appropriate postmaster or installation head the circumstances warrant that expeditious action be taken, the procedures in 452.3 may be initiated immediately.

452.22 Notice to Employee

Upon receiving an invoice reflecting an employee-owned debt from the Minneapolis ASC, the postmaster or installation head must provide the employee with a copy of the invoice and with written notice of the Postal Service's determination of the existence, nature, and amount of the debt (see Exhibit 452.22, Sample Letter of Debt Determination — Nonbargaining). In addition, the letter must inform the employee that he or she may pursue one or more of the following options, as appropriate, in order to avoid involuntary salary offsets:

- a. In accordance with the procedures specified in 452.231, the employee may request copies of all postal records relating to his or her particular debt.

- b. In accordance with the procedures set forth in 452.232, the employee may arrange to pay the entire debt.
- c. In accordance with the procedures in 452.233, the employee may agree to voluntary salary offsets of 15 percent or more of disposable pay.
- d. In accordance with the procedures in 452.234, the employee may propose an alternative offset schedule.
- e. In accordance with the procedures in 452.235, the employee may request the Postal Service to reconsider its determination of the existence or amount of the debt.

452.23 **Employee Response to Notice**

452.231 *Request for Copies of Postal Records*

If an employee would like copies of records relating to a postal debt, he or she must notify the postmaster or installation head in writing within 10 calendar days of receiving notice of the Postal Service's determination of a debt. The postmaster or installation head is responsible for requesting copies of the pertinent records by telephone, if necessary, from the Minneapolis ASC and/or appropriate postal facility, and for providing the employee with copies of these records within 5 calendar days of receiving the employee's written request. Until collection of the debt is completed, the postmaster or installation head must keep a copy of all records provided to the employee at this stage.

452.232 *Payment in Full*

An employee who acknowledges the validity of the Postal Service's claim and wishes to repay the entire debt voluntarily should be instructed to remit to the postmaster or installation head, for transmittal to the Minneapolis ASC, a check or money order for the full amount due, with the employee's Social Security number on its face. The employee should submit the check or money order no later than 15 calendar days from the date the employee receives the notice of the Postal Service's determination of a debt if he or she does not request copies of postal records relating to the debt, or within 15 calendar days from the date the employee receives any requested records.

452.233 *Consent to Salary Offsets*

If an employee acknowledges the validity of the Postal Service's claim and would like to repay the debt voluntarily through offsets of 15 percent or more of his or her disposable pay, the employee and the postmaster or installation head should complete the appropriate sections of Form 3239, *Payroll Deduction Authorization to Liquidate Postal Service Indebtedness* (see Exhibit 452.233). This form must be completed no later than 15 calendar days from the date the employee receives the notice of the Postal Service's determination of a debt if he or she does not request copies of postal records relating to the debt, or within 15 calendar days from the date the employee receives any requested records.

452.234 *Request for Consideration of Alternative Offset Schedule*

If the employee acknowledges the debt, but contends that the proposed deductions of 15 percent of disposable pay would be too severe, he or she may propose an alternative offset schedule.

- a. *Proposal.* The employee's proposed offset schedule must be submitted in writing to the postmaster or installation head, along with a written statement and supporting documentation, stating the employee's reasons for believing that the deductions proposed by the Postal Service would result in a "severe financial hardship," as defined in 451.4h. The proposal must include (1) the amount to be paid each pay period, (2) the number of pay periods it would take to repay the debt under the employee's proposal, and (3) the date the first payment would be made. The supporting documents must also show the following information relating to the employee and his or her spouse and dependents, for the 1-year period preceding the Postal Service's notice and the repayment period proposed by the employee's alternative offset schedule: (1) total family income, assets, and liabilities; (2) number of dependents; and (3) total expenses for food, housing, clothing, transportation, medical care, and any exceptional expenses. The employee should be instructed to provide all information in his or her possession relating to the debt and to his or her financial ability to repay it so that

the postmaster or installation head may make an informed decision on an employee's proposed alternative offset plan.

- b. *Time Frame.* The employee's proposed alternative offset schedule and written submissions must be received by the postmaster or installation head no later than 15 calendar days from the date the employee receives the notice of the Postal Service's determination of a debt if he or she does not request copies of postal records relating to the debt, or within 15 calendar days from the date the employee receives any requested records.
- c. *Consideration.* Based upon the material submitted by the employee and postal records relating to the debt, the postmaster or installation head must consider (1) the extent to which the assets of the employee and his or her spouse and dependents are available to meet their essential material expenses and to repay the postal debt, (2) whether the essential material expenses have been minimized as much as possible, and (3) the extent to which the employee and his or her spouse and dependents can borrow to finance their essential expenses and to repay the postal debt. An employee's alternative offset schedule should be approved only if it provides for installment payments that bear a reasonable relationship to the size of the debt and the employee's ability to pay. Generally, an alternative offset schedule should provide for installment payments of no less than 10 percent of disposable pay per pay period, and for a repayment period of 26 pay periods or less.

452.235 *Request for Reconsideration of Debt*

If an employee wishes to request reconsideration of the Postal Service's determination of the existence or amount of a debt, he or she may proceed as follows:

- a. *Request.* The employee's request for reconsideration must be submitted in writing to the postmaster or installation head, along with a written statement and supporting documentation indicating why the employee believes he or she is not so indebted. Since the postmaster or installation head will use the material provided by the employee, along with postal records relating to the debt, in

deciding whether the Postal Service's determination of the debt should be revised, employees should be instructed to provide all information in their possession relating to the debt so that the postmaster or installation head may make an informed determination.

- b. *Time Frame.* The employee's written submission must be received by the postmaster or installation head no later than 15 calendar days from the date the employee receives the notice of the Postal Service's determination of a debt if he or she does not request copies of postal records relating to the debt, or within 15 calendar days from the date the employee receives any requested records.

452.24 *Action Following Reconsideration of Debt and/or Offset Schedule*

452.241 *Consideration and Response*

After reviewing an employee's proposed alternative offset schedule and/or request that the Postal Service reconsider its determination of the existence or amount of a debt, the postmaster or installation head, within 15 calendar days of receiving the employee's proposal or request, must notify the employee in writing of the determination and take any necessary follow-up action as outlined in 452.242 and 452.243.

452.242 *Reconsideration of Debt*

If the employee challenged the existence or amount of the debt, the postmaster or installation head takes one of the following actions:

- a. Notifies the employee in writing that (1) he or she is indebted to the Postal Service for the amount set forth in its letter and (2) to prevent the initiation of involuntary offset proceedings, he or she must make arrangements to repay the debt in accordance with the procedures specified in 452.25.
- b. Notifies the employee in writing that (1) he or she is indebted to the Postal Service for a revised amount and (2) he or she may, within 10 calendar days of receiving the Postal Service's determination upon reconsideration, propose in writing to the postmaster or installation head an alternative offset schedule based on the new figure in accordance with the requirements set forth in 452.234a. In accordance with the requirements set forth in 452.234c, and within

5 calendar days of receiving this proposed alternative offset schedule, the postmaster or installation head must notify the employee in writing whether or not it is acceptable. If the postmaster or installation head rejects the employee's alternative offset schedule, the employee must be advised in writing that, to prevent the initiation of involuntary offset proceedings, he or she must make arrangements to repay the debt in accordance with the procedures specified in 452.25.

- c. Notifies the employee in writing that he or she is not indebted to the Postal Service for any amount. The postmaster or installation head must immediately notify the Minneapolis ASC to eliminate the receivable and remove the flag from the employee's records.

452.243 *Consideration of Alternative Offset Schedule*

If an alternative offset schedule was proposed, the postmaster or installation head takes one of the following actions:

- a. Notifies the employee in writing that (1) the Postal Service's proposed offset schedule would not result in a severe financial hardship for the employee and his or her spouse and dependents, and accordingly the alternative offset schedule proposed by the employee is not acceptable, and (2) to prevent the initiation of involuntary offset proceedings, he or she must make arrangements to repay the debt in accordance with the procedures specified in 452.25.
- b. Notifies the employee in writing that (1) the employee has demonstrated that the Postal Service's proposed offset schedule would result in a severe financial hardship, and accordingly the alternative offset schedule proposed by the employee (or some variation of it) is acceptable, and that (2) the employee must complete appropriate sections of Form 3239. The postmaster or installation head implements the change by completing Form 3239.

452.25 **Voluntary Repayment Following Reconsideration**

452.251 *Payment in Full*

If an employee, upon receiving notice of the Postal Service's determination upon

reconsideration, acknowledges the validity of the Postal Service's claim and would like to repay the entire debt voluntarily, he or she should be instructed to remit to the postmaster or installation head, for transmittal to the Minneapolis ASC, a check or money order for the full amount due, with the employee's Social Security number on its face. The employee must submit payment within 15 calendar days of receiving notice of the Postal Service's determination upon reconsideration.

452.252 *Consent to Salary Offsets*

If an employee, upon receiving the Postal Service's determination on reconsideration, acknowledges the validity of the Postal Service's claim and would like to repay the debt voluntarily through offsets of 15 percent or more of his or her disposable pay, the employee and the postmaster or installation head should complete the appropriate sections of Form 3239. This form must be completed no later than 15 calendar days from the date the employee receives notice of the Postal Service's determination upon reconsideration.

452.26 **Failure to Resolve or Repay Debt**

If an employee, after receiving notice of the Postal Service's determination of a debt, or after receiving notice of the Postal Service's determination upon reconsideration, fails, within the applicable time periods, to resolve a debt or to make satisfactory arrangements to repay it, the postmaster or installation head must initiate the statutory collection procedures in 452.3.

452.3 **Statutory Offset Procedures**

452.31 **Authority**

Under section 5 of the Debt Collection Act, 5 U.S.C. 5514(a) (1982), the Postal Service may, after providing certain procedural rights, offset an employee's salary in order to satisfy any debt due the Postal Service. Generally, up to 15 percent of an individual's "disposable pay" (or the alternative amount determined for a bargaining unit employee as provided in 462.42) may be deducted in monthly installments or at "officially established pay intervals." A greater percentage may be deducted with the written consent of the individual debtor. If the individual's employment ends before the full debt is collected, deduction may be made from subsequent payments of any nature due the employee.

452.32 Notifying the Employee

452.321 Notice

At least 30 calendar days before making an administrative offset under this authority, the postmaster or installation head must provide an employee-debtor with (a) two copies of a Notice of Involuntary Administrative Salary Offsets Under the Debt Collection Act, containing the information in 452.322, and (b) a copy of the procedures that govern hearings under the Debt Collection Act set forth at 39 CFR Part 961 (see Exhibit 452.322).

452.322 Contents

The notice (see Exhibit 452.322, Sample Notice of Involuntary Administrative Salary Offsets) required by 452.321 must notify the employee of the following:

- a. The name, work address, and telephone number of the postmaster or installation head issuing the notice.
- b. The Postal Service's determination of the existence and amount of the debt.
- c. The nature of the debt.
- d. The Postal Service's intention to collect the amount due by offsetting 15 percent of the employee's "disposable pay" (or the alternative amount determined for a bargaining unit employee as provided in 462.42) each pay period.
- e. The estimated amount, starting date (generally 30 days from the date the employee receives the notice, Exhibit 452.322), frequency, and duration of the intended deductions.
- f. The procedural rights available to the employee, as well as the appropriate method for requesting them. These rights include an opportunity to:
 1. Obtain copies of Postal Service records relating to the debt.
 2. Avoid the need for involuntary offsets by paying the debt in full.
 3. Consent to salary offsets of 15 percent or more of disposable pay (or the alternative amount determined for a bargaining unit employee as provided in 462.42).
 4. Enter into a written agreement with the Postal Service, under terms agreeable to

the postmaster or installation head, to establish an alternative debt repayment schedule.

5. Obtain a hearing on the Postal Service's determination concerning the existence or the amount of the debt, or on the terms of the Postal Service's proposed repayment schedule.

- g. The employee must be informed that the timely filing of a petition for a hearing will stay the collection proceedings.

452.33 Procedures Governing the Exercise of Employee Rights

452.331 Employee Options

Employees may pursue as many of the options available to them as they wish. It should be noted, however, that an employee's petition for a hearing on the Postal Service's determination of the existence or amount of a debt, or on the terms of the Postal Service's proposed repayment schedule, must be submitted within the time frame specified in 452.336. If, after requesting a hearing, the employee is able to resolve the debt through another available option, his or her hearing petition may be withdrawn.

452.332 Requests for Postal Records

If an employee wishes to request copies of any records, the employee and the postmaster or installation head proceed as follows:

- a. *Submission.* At any time after receiving notice of the Postal Service's intention to collect a debt through involuntary salary offsets and before any requested hearing is held, a nonbargaining unit employee may request copies of any records he or she did not previously obtain under 452.231, while a bargaining unit employee may request copies of any records the employee or the employee's union did not previously obtain under 462.21. Requests for copies of postal records relating to an alleged debt must be made in writing and directed to the postmaster or installation head.
- b. *Response.* The postmaster or installation head should take care to respond expeditiously to records requests so as not to deprive an employee of the benefit of any information that might resolve questions relating to the debt. Once a request is received, the postmaster or installation head

must promptly request, as necessary, copies of the pertinent records by telephone from the Minneapolis ASC or appropriate postal facility and provide the employee, within 5 calendar days of receiving the employee's request, with copies of all records requested.

452.333 *Payment in Full*

An employee who wishes to pay off an entire debt may remit to the postmaster or installation head for transmittal to the Minneapolis ASC a check or money order with his or her Social Security number on its face, at any time after receiving written notice of the Postal Service's intention to collect the debt through involuntary salary offsets.

452.334 *Consent to Salary Offsets*

If an employee acknowledges the validity of the Postal Service's claim and would like to consent to offsets of 15 percent or more of his or her disposable pay (or the alternative amount determined for a bargaining unit employee as provided in 462.42), the employee and the postmaster or installation head should complete the appropriate sections of Form 3239. An employee may consent to salary offsets at any time after he or she receives notice of the Postal Service's intention to collect the debt through involuntary salary offsets.

452.335 *Alternative Offset Schedule*

If an employee acknowledges the Postal Service's claim, but contends that the proposed deductions of 15 percent of disposable pay (or the alternative amount determined for a bargaining unit employee as provided in 462.42) would be too severe, he or she may propose an alternative offset schedule and proceed as follows:

- a. *Proposal.* The employee's proposed offset schedule must be submitted to the postmaster or installation head, along with a written statement and supporting documentation, stating the employee's reasons for believing the deductions proposed by the Postal Service would result in a "severe financial hardship" as that term is defined in 451.4h. The proposal must include (1) the amount to be paid each pay period, (2) the number of pay periods it would take to repay the debt under the employee's

proposal, and (3) the date the first payment would be made. The supporting documents must also show the following information relating to the employee and his or her spouse and dependents, for the 1-year period preceding the Postal Service's notice and the repayment period proposed by the employee's alternative offset schedule: (1) total family income, assets, and liabilities; (2) number of dependents; and (3) total expenses for food, housing, clothing, transportation, medical care, and any exceptional expenses. The employee should be instructed to provide all information in his or her possession relating to the debt and his or her financial ability to repay it so that the postmaster or installation head may make an informed decision on the employee's request.

- b. *Time Frame.* The employee may submit his or her proposed alternative repayment schedule to the postmaster or installation head at any time after receiving notice of the Postal Service's intention to collect an outstanding debt through involuntary salary offsets.
- c. *Consideration.* Based upon the material submitted by the employee and postal records relating to the debt, the postmaster or installation head must consider (1) the extent to which the assets of the employee and his or her spouse and dependents are available to meet their essential material expenses and to repay the postal debt, (2) whether the essential material expenses have been minimized as much as possible, and (3) the extent to which the employee and his or her spouse and dependents can borrow to finance their essential expenses and to repay the debt. An employee's alternative offset schedule should be approved only if it provides for installment payments that bear a reasonable relationship to the size of the debt and the employee's ability to pay. Generally, an alternative offset schedule should provide for installment payments of no less than 10 percent of disposable pay per pay period, and for a repayment period of 26 pay periods or less.
- d. *Notification.* The postmaster or installation head must notify the employee in writing of his or her decision regarding the employee's proposed alternative offset schedule within 15

calendar days of receiving it from the employee.

- e. *Implementation.* The postmaster or installation head and the employee must implement the terms of an acceptable alternative repayment agreement by completing the appropriate sections of Form 3239.

452.336 *Debt Collection Hearing*

If an employee wishes to request a hearing, the employee and the Postal Service proceed as follows:

- a. *Hearing Request.* If an employee desires a hearing prescribed by Section 5 of the Debt Collection Act on the Postal Service's determination of the existence or amount of the debt, or on the involuntary repayment terms proposed by the Postal Service, the employee must file a written petition for a hearing in accordance with the requirements of 39 CFR 961.4. The petition must be filed with the RECORDER, JUDICIAL OFFICER DEPT, US POSTAL SERVICE, 475 L'ENFANT PLZ SW, WASHINGTON DC 20260-6100, on or before the fifteenth calendar day following the employee's receipt of the Notice of Involuntary Administrative Salary Offsets Under the Debt Collection Act. The hearing procedures are set forth in 39 CFR Part 961, which is incorporated herein by reference.
- b. *Postdecision Responsibilities.* After an employee has been accorded a requested hearing and a written decision has been rendered, the general counsel of the Postal Service notifies the appropriate postmaster or installation head of the determination. If the hearing decision indicates that the employee is not indebted to the Postal Service, the postmaster or installation head must take the necessary steps to remove all references to the debt from the employee's records. However, if the decision authorizes the Postal Service to offset an employee's salary, the postmaster or installation head must initiate the authorized offsets by completing the appropriate sections of Form 3239.

452.34 **Employee Failure to Respond**

If, upon receiving notice of the Postal Service's intention to collect a debt through involuntary salary offsets, the employee fails to repay the debt, fails to consent to the Postal Service's proposed offsets, fails to propose an acceptable alternative offset schedule, and does not request a hearing on the Postal Service's determination of the debt or its proposed offset schedule, the postmaster or installation head may initiate the offsets specified in the Postal Service's notice to the employee, no earlier than 30 calendar days after the debtor's receipt of that notice, by completing the appropriate sections of Form 3239.

452.4 **Collection of Amounts Due Under Federal Benefits Programs**

The procedures governing the collection of postal debts through administrative salary offsets (see 452.2 and 452.3) need not be followed, and the employee's pay may be adjusted as appropriate, when the amount to be collected (a) arose from the employee's election of coverage or change of coverage under a federal benefits program requiring periodic deductions from pay, and (b) was accumulated over four pay periods or less.

453 **Court Judgment Salary Offsets**

453.1 **Authority**

In accordance with Section 124 of Public Law 97-276 (October 2, 1982), 5 U.S.C. 5514 note (1982), the Postal Service may deduct up to one-fourth (25 percent) of an employee's "current pay" in monthly installments or at officially established pay periods to satisfy a debt determined by a federal court to be owed to the Postal Service. The statute authorizes the deduction of a "greater amount" if necessary to collect the debt within the employee's anticipated period of employment. If an individual's employment ends before the full amount of the indebtedness has been collected, Section 124 provides that deduction shall be made from later payments of any nature due the employee.

453.2 Applicable Collection Procedures

453.21 Notice

At least 15 calendar days before initiating an offset to collect a debt reflected by a federal court judgment, the postmaster or installation head must provide the employee with a copy of that judgment and a written notice of the Postal Service's intention to deduct 25 percent of the employee's current pay each pay period until the judgment is satisfied. The letter (see Exhibit 453.21, Sample Letter of Salary Offsets Based on Federal Court Judgment) also must include a statement setting forth the approximate amount, duration, and starting date of the deductions. The letter and judgment generally should be hand delivered, and a dated, signed receipt of delivery obtained. However, if personal delivery is not possible, certified or Express Mail, return receipt requested, should be used.

453.22 Implementing Offsets

The postmaster or installation head must initiate the collection process by completing the appropriate sections of Form 3239, no earlier than 15 calendar days after the employee's receipt of the letter.

454 Multiple Offsets

454.1 Administrative Salary Offsets

By statute, administrative salary offsets under Section 5 of the Debt Collection Act of 1982 are limited to no more than 15 percent of an employee's disposable pay during any one pay period — whether the deductions are made to satisfy a debt owed the Postal Service or another federal agency, or some combination of these. Generally, priority among competing administrative salary offset requests is determined by the order in which they are received. However, a request to collect a debt due the Postal Service must be given priority over other government agency offset requests regardless of the date the postal offset request is received (see 454.4). If a collection request cannot be honored upon receipt, or can be honored only in part, the postmaster or installation head must notify the requesting postal or other government official, in writing, of the reasons for the delay or for the collection of a

lesser amount than that requested, and the approximate date the requested offsets can be implemented.

454.2 Court Judgment Salary Offsets

No more than 25 percent of an employee's current pay may be withheld to satisfy a debt determined by a federal court to be due the United States — whether the deductions are made to satisfy a debt owed the Postal Service or another federal agency, or some combination of these. Generally, priority among competing court judgment salary offset requests is determined by the order in which they are received. However, a request to collect a debt due the Postal Service must be given priority over other government agency offset requests regardless of the date the postal offset request is received (see 454.4). If a collection request cannot be honored upon receipt, or can be honored only in part, the postmaster or installation head must notify the requesting postal or other government official, in writing, of the reasons for the delay or for the collection of a lesser amount than that requested, and the approximate date the requested offsets can be implemented.

454.3 Administrative and Court Judgment Salary Offsets

If the salary of a postal employee is the target of one or more of both types of offsets — administrative and court judgment — a combined total of no more than 25 percent will be withheld during any one pay period. However, in no case may the amount withheld in accordance with administrative salary offsets exceed 15 percent of the employee's disposable pay. As is generally the case with competing offsets of the same type and subject to 454.4, priority between administrative salary offsets and court judgment salary offsets is determined by the order in which they are received.

454.4 Priority of Postal Service Indebtedness

If a postal employee is indebted to the Postal Service, that debt takes priority over any debt he or she may owe another federal agency, even if the other agency's request for salary offsets was received first. Accordingly, if both the Postal Service and another agency request the

maximum allowable deductions, collection of the other agency's debt must be interrupted or postponed until the entire postal debt is recovered. However, if an amount less than that requested by the other agency may be deducted in addition to the offsets requested by the Postal Service without exceeding the appropriate percentage ceiling, deductions for the lesser amount must be withheld and forwarded to the requesting agency along with an explanation for the smaller offsets.

454.5 **Garnishments**

Administrative salary offsets based on Section 5 of the Debt Collection Act of 1982 and court judgment salary offsets based on Section 124 of Public Law 97-276 are not, as a matter of law, considered garnishments. Rather, for purposes of determining an employee's "disposable earnings" under the Federal Consumer Credit Protection Act, 15 U.S.C. 1671, et seq., these withholdings are considered to be amounts required by law to be deducted. Accordingly, they should be deducted before the applicable garnishment ceilings are imposed and before deductions for garnishments are made.

455 **Action Upon Transfer or Separation**

455.1 **Withholdings From Any Amount Due**

If a postal employee whose wages are subject to offset transfers to another federal agency or separates from employment, the Postal Service applies any amount due the employee at the time of his or her separation to the debt owed the Postal Service. If the debt is still not satisfied, appropriate action as described in 455.2 or 455.3 should be taken.

455.2 **Transfer to Another Federal Agency**

If a postal employee whose wages are subject to offset transfers to another federal agency, and the full debt cannot be collected from amounts due the employee from the Postal Service, the Postal Service must request the former postal employee's new agency to continue offsetting the debtor's salary until the debt is satisfied. The request must specify the amount of the original

debt, the amount collected by the Postal Service through salary offsets, the amount that remains to be collected, and the percentage of the debtor's disposable earnings or current pay that should be deducted each pay period. In addition, the Postal Service must certify that the former postal employee has been accorded all required rights of due process. When the Postal Service's request is sent to the new employing agency, a copy also must be sent to the former employee at his or her home address.

455.3 **Collection of Debt Upon Separation**

If the full debt cannot be collected from amounts due the employee at the time of his or her separation, the manager of the Postal Accounts Branch must attempt to recover the debt from any available retirement or disability payments due the former employee in accordance with the provisions of 5 CFR 831, Subpart R, or 5 CFR 845, Subpart D (see Handbook F-16, *Accounts Receivable*, 743).



[__date__]

[__name__]

[__street__]

[__city, state, ZIP__]

Dear [__name of debtor__]:

As shown in the enclosed invoice, you owe the Postal Service \$[__amount__]. This debt is based on [__briefly describe how the debt arose__].

If you would like, you may repay the debt in a lump sum, agree to voluntary salary offsets of 15 percent or more of your "disposable pay,"¹ propose a different offset schedule, or ask us to reconsider our determination of the existence or amount of the debt. You also may ask for copies of postal records relating to this debt. Instructions for exercising these options are enclosed. If you decide to authorize the Postal Service to collect the amount due through offsets of 15 percent of your disposable pay, approximately \$[__amount__] will be withheld from your paycheck for approximately [__number of__] pay periods.

If you do not act within the time frames specified in the enclosure, we will take the necessary steps to offset your salary on an involuntary basis.

If you have any questions on this matter, you should contact Mr./Ms. [__name of appropriate official__] at [__telephone number__] or at [__address__].

Sincerely,

[__signature__]

[__name__]

[__title of installation head__]

Enclosures:

Invoice

Options Available to Employee

¹ The term *disposable pay* refers to that part of an employee's salary remaining after all required deductions (normal retirement contributions, FICA and Medicare insurance taxes, federal income tax, state and local income taxes, and employee-paid federal health insurance premiums) are made.

Options Available to Employee

1. *Options.* If you wish, you may do any of the following:
 - a. Request, in accordance with paragraph 2 below, copies of all postal records relating to the debt.
 - b. Repay the entire debt voluntarily in accordance with paragraph 3 below.
 - c. Agree, in accordance with paragraph 4 below, to voluntary salary offsets of 15 percent or more of disposable pay.
 - d. Propose, in accordance with paragraph 5 below, an acceptable alternative offset schedule.
 - e. Request, in accordance with paragraph 6 below, that the Postal Service reconsider its determination of the existence or amount of the debt.
2. *Request for Records.* If you would like copies of all postal records relating to your debt, you must contact in writing [__name of appropriate official__] at [__address__] within 10 calendar days from your receipt of this notice of the Postal Service's determination of a debt. You will be provided with copies of the records within 5 calendar days of the date your request is received.
3. *Payment in Full.* If you wish to repay the debt, you should submit a check or money order, with your Social Security number on its face, for the full amount due, to [__name of appropriate official__] at [__address__]. Your check or money order must be submitted no later than 15 calendar days from the date you receive this notice if you do not request copies of postal records relating to your debt, or within 15 calendar days from the date you receive any requested records.
4. *Consent to Offsets.* If you would like to repay the debt voluntarily through offsets of 15 percent or more of your disposable pay, you should contact [__name of appropriate official__] at [__address__] and complete Form 3239, *Payroll Deduction Authorization to Liquidate Postal Service Indebtedness*. The form must be completed no later than 15 calendar days from the date you receive this notice if you do not request copies of postal records relating to your debt, or within 15 calendar days from the date you receive any requested records.
5. *Alternative Offset Schedule.* If you acknowledge the debt, but believe that the proposed deductions of 15 percent of disposable pay would be too severe, you may propose an alternative offset schedule.
 - a. You must submit your alternative offset schedule in writing to [__name of appropriate official__] at [__address__] along with a written statement and supporting documents, stating your reasons for believing the deductions proposed by the Postal Service would result in a "severe financial hardship."¹ Your proposal must include (1) the amount to be paid each pay period, (2) the number of pay periods it would take to repay the debt, and (3) the date the first payment would be made. In addition, the supporting documents must show, for you and your spouse and dependents, for the 1-year period preceding this notice and for your proposed repayment period, (1) total family income, assets, and liabilities; (2) number of dependents; and (3) total expenses for food, housing, clothing, transportation, medical care, and any exceptional expenses.

¹ The term *severe financial hardship* refers to an employee's inability to meet the essential material needs of the employee and his or her spouse and dependents because of offsets against pay. These essential material needs are food, housing, clothing, transportation, medical care, and any exceptional expenses.

Sample Letter of Debt Determination—Nonbargaining (Enclosure)

Exhibit 452.22 (p. 2)

- b. Your written submissions must be received by the Postal Service no later than 15 calendar days from the date you receive this notice if you do not request copies of postal records relating to the debt, or within 15 calendar days from the date you receive any requested records.
 - c. Based upon the material you submit and postal records relating to the debt, the postmaster or installation head will consider (1) the extent to which the assets owned by you and your spouse and dependents are available to meet your essential material expenses and to repay the postal debt; (2) whether your essential material expenses have been minimized as much as possible, and (3) the extent to which you and your spouse and dependents can borrow to finance your essential expenses and to repay the postal debt. An alternative offset schedule will be approved only if it provides for installment payments that bear a reasonable relationship to the size of the debt and your ability to pay. Generally, an alternative offset schedule should provide for installment payments of no less than 10 percent of disposable pay per pay period, and for a repayment period of 26 pay periods or less.
 - d. If it becomes necessary to submit your case to the involuntary salary offset process, you may be entitled to a hearing before an impartial hearing official. The scope of such a hearing, however, is limited by statute to the Postal Service's determination of the existence or amount of the debt or the terms of an involuntary repayment schedule. Since any information you provide will be used by the Postal Service in making a determination on your proposed repayment schedule, it is important, for your own protection, that you provide any relevant information and documents at this stage of the collection process.
6. *Request for Reconsideration of Debt.* If you wish to ask the Postal Service to reconsider its determination of the existence or amount of the debt, you must proceed as follows:
- a. Your request must be submitted to [__name of appropriate official__] at [__address__] with a written statement and supporting documentation, indicating why you believe you are not so indebted.
 - b. Your written submissions must be received by the Postal Service no later than 15 calendar days from the date you receive this notice if you do not request copies of postal records relating to the debt, or within 15 calendar days from the date you receive any requested records.
 - c. If it becomes necessary to submit your case to the involuntary salary offset process, you may be entitled to a hearing before an impartial hearing official. The scope of such a hearing, however, is limited by statute to the Postal Service's determination of the existence or amount of the debt or to the terms of an involuntary repayment schedule. Since any information you provide will be used by the Postal Service in making a determination on this debt, it is important, for your own protection, that you provide any relevant information and documents at this stage of the collection process.
7. *Decision on Reconsideration.* If you propose an alternative offset schedule, or submit a request for reconsideration of the existence or amount of a debt, you will be notified of the Postal Service's decision within 15 calendar days of the day your proposal or request is received.

Sample Letter of Debt Determination—Nonbargaining (Enclosure)

Exhibit 452.22 (p. 3)



Payroll Deduction Authorization to Liquidate Postal Service Indebtedness

Definitions

* The terms "disposable pay" and "current pay" refer to that part of an employee's salary which remains after all required deductions, normal retirement contributions, FICA and Medicare insurance taxes, and employee-paid Federal health insurance premiums, are made.

General Information

The postmaster/installation head completes this form in triplicate. Send Part 1 and Form 1902, *Justification for Billing Accounts Receivable*, to the Payroll Processing Branch of the Minneapolis Accounting Service Center (ASC): 1 Federal Dr., Ft. Snelling, MN 55111-9600. Send Part 2 to personnel and Part 3 to the employee.

Employee Name (as shown on paycheck)	Social Security Number
Servicing ASC	Total Debt
Type of Offset	
<input type="checkbox"/> Administrative -- Nonbargaining-Unit Employee (Maximum 15% of disposable pay *)	<input type="checkbox"/> Court Judgment (Maximum 25% of current pay *)
<input type="checkbox"/> Administrative -- Bargaining Unit Employee (Maximum 15% of disposable pay * or 20% of gross pay, whichever is lower when salary offset starts)	<input type="checkbox"/> Voluntary (No maximum)
Home Address (Include ZIP + 4)	Postal Facility Where Employed (Include ZIP + 4)

Pay Period Deductions

NOTE: A request must be received at the ASC no later than Tuesday of the week in which the pay period ends in order to be effective for the pay period.

Deductions Begin:	Pay Period	Date
Deduction Per Pay Period:	Nonbargaining-Unit Employee	Bargaining Unit Employee
	\$ _____ or _____ % of disposable/ current pay. *	\$ _____ or _____ % of disposable/ current pay * or _____ % of gross pay.

Voluntary Authorization

I acknowledge that I am indebted to the Postal Service in the amount specified above, and I request that I be permitted to liquidate this debt through payroll deduction from my salary checks as indicated above. If, at the time of my separation from the Postal Service, this debt has not been fully satisfied, the Postal Service may apply any sums due me, without limitation, to the outstanding balance. I hereby certify, that the foregoing statements are true and correct to the best of my knowledge and belief, and they are made of my own free will and at my discretion.

Signature	Date
-----------	------

Involuntary Authorization

The employee has been notified of the Postal Service's determination of the debt set forth above and the applicable set-off procedures have been provided. Accordingly, the deductions may be made on an involuntary basis.

Authorized Individual's Printed Name, Title, and Signature	Date
--	------

Cancellation

☐ Cancel deduction in accordance with instructions on file in this office.

Authorized Individual's Printed Name, Title, and Signature	Date
--	------

Privact Act Statement. The collection of this information is authorized by 39 USC § 401. This information will be used to settle a financial difference with the Postal Service. As a routine use, this information may be disclosed to an appropriate law enforcement agency for investigative or prosecutorial purposes, to a congressional office at your request, to OMB for review of private relief legislation, to a labor organization as required by the NLRA, and where pertinent, in a legal proceeding to which the Postal Service is a party. Completion of this form is voluntary. However, if this information is not provided, your personal situation may not be fully considered during the resolution of the difference.



**NOTICE OF INVOLUNTARY ADMINISTRATIVE
SALARY OFFSETS UNDER THE DEBT COLLECTION ACT**

[__date__]

[__name__]

[__street__]

[__city, state, ZIP__]

[__name of debtor__]:

On [__date of previous letter__], you were notified by letter of our determination that you owe the Postal Service \$[__amount__]. As we noted in our earlier letter, this debt is based on [__briefly describe how debt arose__].

Our records indicate that you have not acted to repay this debt. Accordingly, this letter provides notice of the Postal Service's intention to collect this debt by deducting 15 percent of your "disposable pay"¹ each pay period (or, for a bargaining unit employee, 20 percent of gross pay each pay period, whichever amount is lower when the salary offset is started). In your case, this will amount to deductions of approximately \$[__amount__] from each paycheck beginning on [__date deductions are scheduled to begin—generally 30 days from the date the employee receives this notice__]. These deductions will continue until the debt is collected; we estimate that this should take approximately [__number of__] pay periods.

If you feel our determination of the existence or amount of this debt is incorrect, or if you believe the deductions set forth above would impose a "severe financial hardship"² on you and your spouse and dependents, you may take one or more of the measures detailed in the enclosed *Statement of Debtor's Rights and Responsibilities*. Unless you have a sound basis for contesting the Postal Service's determinations concerning this matter, you should make arrangements immediately to repay this debt.

[__signature__]

[__name__]

[__title of installation head__]

[__work address__]

[__telephone number w/ area code__]

Enclosures

Statement of Debtor's Rights and Responsibilities

Rules of Procedure Governing Hearings Under the Debt Collection Act

¹ The term *disposable pay* refers to that part of an employee's salary remaining after all required deductions (normal retirement contributions, FICA and Medicare insurance taxes, federal income tax, state and local income taxes, and employee-paid federal health insurance premiums) are made.

² The term *severe financial hardship* refers to an employee's inability to meet the material needs of the employee and his or her spouse and dependents because of offsets against pay. These essential material needs are food, housing, clothing, transportation, medical care, and any exceptional expenses.

Statement of Debtor's Rights and Responsibilities

1. *Request for Records.* At any time after receiving this notice of the Postal Service's intention to collect a debt through involuntary salary offsets and before a requested hearing is held, you may request copies of any postal records that you have not previously received, by contacting, in writing, [__name of appropriate official__] at [__address__]. You will receive any requested records within 5 calendar days of the date your request is received by the Postal Service.

2. *Payment in Full.* If you acknowledge the validity of the Postal Service's claim and wish to repay the entire debt, you may, at any time after receiving this notice of the Postal Service's intention to collect a debt through involuntary offsets, submit a check or money order, with your Social Security number on its face, for the full amount due, to [__name of appropriate official__] at [__address__].

3. *Consent to Offsets.* If you acknowledge the validity of the Postal Service's claim and would like to consent to offsets of 15 percent or more of your disposable pay (or, for a bargaining unit employee, 20 percent of gross pay, whichever amount is lower when the salary offset is started), you should contact [__name of appropriate official__] at [__address__] and complete Form 3239, *Payroll Deduction Authorization to Liquidate Postal Service Indebtedness*. You may agree to salary offsets in the amount proposed by the Postal Service, or some greater amount, at any time after you receive notice of the Postal Service's intention to collect a debt through involuntary salary offsets.

4. *Alternative Offset Schedule.* If you acknowledge the debt, but believe that the proposed deductions of 15 percent of disposable pay (or, for a bargaining unit employee, 20 percent of gross pay, whichever amount is lower when the salary offset is started), would impose a "severe financial hardship"¹ on your family, you may propose an alternative offset schedule.

a. Your proposed alternative offset schedule must be submitted to [__name of appropriate official__] at [__address__], along with a written statement, and supporting documentation, stating your reasons for believing the deductions proposed by the Postal Service would result in a "severe financial hardship." Your proposal must include (1) the amount to be paid each pay period, (2) the number of pay periods it would take to repay the debt, and (3) the date the first payment would be made. In addition, the supporting documents must show, for you and your spouse and dependents, for the 1-year period preceding the Postal Service's notice and for your proposed repayment period, (1) your total family income, assets, liabilities; (2) number of dependents; and (3) total expenses for food, housing, clothing, transportation, medical care; and any exceptional expenses. You should be careful to provide all information in your possession relating to this debt so that the Postal Service may make an informed decision on your request for an alternative offset schedule. You may submit your proposed alternative repayment schedule at any time after receiving this notice of the Postal Service's intention to collect an outstanding debt through salary offsets.

¹ The term *severe financial hardship* refers to an employee's inability to meet the material needs of the employee and his or her spouse and dependents because of offsets against pay. These essential material needs are food, housing, clothing, transportation, medical care, and any exceptional expenses.

b. Based upon the material you submit and postal records relating to the debt, the Postal Service will consider (1) the extent to which your assets and those of your spouse and dependents are available to meet your family's essential material expenses and to repay the postal debt, (2) whether your essential material expenses have been minimized as much as possible, and (3) the extent to which you and your spouse and dependents can borrow to finance your essential expenses and to repay the debt. An alternative offset schedule will be approved only if it provides for installment payments that bear a reasonable relationship to the size of the debt and your ability to pay. Generally, an alternative offset schedule should provide for installment payments of no less than 10 percent of disposable pay per pay period, and for a repayment period of 26 pay periods or less.

c. You will be notified of the Postal Service's decision regarding your proposed repayment schedule within 15 calendar days of the date it is received.

5. *Petition for a Hearing.* To request a hearing on the Postal Service's determination of the existence or amount of the debt, or on the Postal Service's proposed involuntary offset schedule, you must file a written petition for a hearing in accordance with the requirements of 39 C.F.R. 961.4. (A copy of Part 961 of 39 C.F.R. is enclosed.) Your hearing petition must be filed with the RECORDER, JUDICIAL OFFICER DEPT, US POSTAL SERVICE, 475 L'ENFANT PLZ SW, WASHINGTON DC 20260-6100, on or before the fifteenth calendar day following your receipt of this notice. A timely request for a hearing will stay the commencement of the collection of the debt.

Note: While you may request a hearing and pursue one of the other available options, your hearing petition must be filed within the required time period. If questions relating to this debt are resolved before the hearing is held, your petition may be withdrawn.

6. *Failure to Act.* If you do not exercise any of the rights set forth above, the Postal Service will proceed with its plans to initiate the proposed offsets 30 days from the date you receive this notice.

39 CFR PART 961—RULES OF PRACTICE IN PROCEEDINGS RELATIVE TO EMPLOYEE HEARING PETITIONS UNDER SECTION 5 OF THE DEBT COLLECTION ACT

Section

- 961.1 Authority for rules.
- 961.2 Scope of rules.
- 961.3 Definitions.
- 961.4 Employee Petition for a hearing and Supplement to Petition.
- 961.5 Effect of Petition filing.
- 961.6 Filing, docketing and serving documents; computation of time; representation of parties.
- 961.7 Answer to Petition and Supplement to Petition.
- 961.8 Hearing Official authority and responsibilities.
- 961.9 Effect of Hearing Official's decision; motion for reconsideration.
- 961.10 Waiver of employee rights.
- 961.11 Ex parte communications.

Authority: 39 U.S.C. 204, 401; 5 U.S.C. 5514(a).

Source: 51 FR 1251, Jan. 10, 1986, unless otherwise noted.

Sec. 961.1 Authority for rules. These rules are issued by the Judicial Officer pursuant to authority delegated by the Postmaster General.

Sec. 961.2 Scope of rules. The rules in this part apply to the hearing provided by section 5 of the Debt Collection Act of 1982, as amended, 5 U.S.C. 5514(a), on the Postal Service's determination of the existence or amount of an employee debt to the Postal Service, or of the terms of the employee's debt repayment schedule. In addition, these rules, as appropriate, apply to a hearing under section 5 of the Debt Collection Act when an Administrative Law Judge or an Administrative Judge in the Judicial Officer Department is designated as the Hearing Official for a creditor Federal agency other than the Postal Service pursuant to an agreement between the Postal Service and that agency.

Sec. 961.3 Definitions.

- (a) "Employee" refers to a current employee of the Postal Service or another Federal agency who is alleged to be indebted to the Postal Service or another creditor Federal agency and whose hearing under section 5 of the Debt Collection Act is being conducted under these rules.
- (b) "General Counsel" refers to the General Counsel of the Postal Service, and includes a designated representative.
- (c) "Hearing Official" refers to an Administrative Law Judge qualified to hear cases under the Administrative Procedure Act, an Administrative Judge appointed under the Contract Disputes Act of 1978, or any other qualified person not under the control or supervision of the Postmaster General, who is designated by the Judicial Officer to conduct the hearing under section 5 of the Debt Collection Act of 1982, as amended, 5 U.S.C. 5514(a).
- (d) "Judicial Officer" refers to the Judicial Officer or Acting Judicial Officer of the United States Postal Service.
- (e) "Notice of Involuntary Administrative Salary Offsets Under the Debt Collection Act" refers to the formal written notice required by section 5 of the Debt Collection Act before involuntary collection deductions can be taken from an employee's salary.
- (f) "Postmaster/Installation Head" refers to the Postal Service official who is authorized under the Postal Service Employee and Labor Relations Manual to make the initial determination of employee indebtedness and to issue the "Notice of Involuntary Administrative Salary Offsets Under the Debt Collection Act."
- (g) "Recorder" refers to the Recorder, Judicial Officer Department, U.S. Postal Service, 475 L'Enfant Plaza, S.W., Washington, DC 20260-6100.

Sample Notice of Involuntary Administrative Salary Offsets

Exhibit 452.322 (p. 4)

Sec. 961.4 Employee Petition for a hearing and supplement to petition.

- (a) If an employee desires a hearing, prescribed by section 5 of the Debt Collection Act, on the Postal Service's determination of the existence or amount of a debt, or on the involuntary repayment terms proposed by the Postal Service, the employee must file a written, signed petition with the Recorder, Judicial Officer Department, U.S. Postal Service, 475 L'Enfant Plaza, S.W., Washington, DC 20260-6100, on or before the fifteenth (15th) calendar day following the employee's receipt of the Postal Service's "Notice of Involuntary Administrative Salary Offsets Under the Debt Collection Act."
- (b) The hearing petition is to include the following:
 - (1) The words, "Petition for Hearing Under the Debt Collection Act," prominently captioned at the top of the first page;
 - (2) The name of the employee petitioner and the employee's work and home addresses, and work and home telephone numbers; or other address and telephone number where the employee may be contacted about the hearing proceedings;
 - (3) A statement of the date the employee received the "Notice of Involuntary Administrative Salary Offsets Under the Debt Collection Act," and a copy of the Notice;
 - (4) A statement indicating whether the employee requests an oral hearing or a hearing based solely on written submissions;
 - (5) If the employee requests an oral hearing, a statement of the evidence he or she will produce which makes an oral hearing necessary, including a list of witnesses, with their addresses, whom the employee expects to call; the proposed city for the hearing site, with justification for holding the hearing in that city; and recommended alternative dates for the hearing; which should be within 40 days from filing the Petition;
 - (6) A statement of the grounds upon which the employee objects to the Postal Service's determination of the existence or amount of the debt, or to the proposed offset schedule. This statement should identify and explain with reasonable specificity and brevity the facts, evidence, and legal arguments, if any, which the employee believes support his or her position;
 - (7) Copies of all records in the employee's possession which relate to the debt; and
 - (8) If an employee contends that the Postal Service's proposed offset schedule would result in a severe financial hardship on the employee and his or her spouse and dependents, an alternative offset schedule, and a statement and supporting documents indicating for the employee and his or her spouse and dependents for the 1 year preceding the Postal Service's notice and for the repayment period proposed by the employee in his or her alternative offset schedule, their total income from all sources; assets; liabilities; number of dependents; and expenses for food, housing, clothing, transportation, medical care, and exceptional expenses, if any.
- (c) The employee may, if necessary, file with the Recorder, additional information as a Supplement to the Petition on or before the thirtieth (30th) calendar day following the employee's receipt of the Postal Service's "Notice of Involuntary Administrative Salary Offsets Under the Debt Collection Act."

Sec. 961.5 Effect of Petition filing. Upon receipt and docketing of the employee's Petition for a hearing, the Recorder will notify the Postmaster/Installation Head and the General Counsel that the Petition has been filed and that pursuant to section 5 of the Debt Collection Act, a timely-filed Petition for a hearing stays further collection action.

Sec. 961.6 Filing, docketing and serving documents; computation of time; representation of parties.

- (a) *Filing.* All documents relating to the Debt Collection Act hearing proceedings must be filed by the employee or the General Counsel with the Recorder. (Normal Recorder office business hours are between 8:15 a.m. and 4:45 p.m., eastern standard or daylight saving time as appropriate during the year.) The Recorder will transmit a copy of each document filed to the other party, and the original to the Hearing Official.
- (b) *Docketing.* The Recorder will maintain a docket record of Debt Collection Act hearing petition proceedings and will assign each employee Petition a docket number. After notification of the docket number, the employee and General Counsel should refer to it on any further filings regarding the Petition.
- (c) *Time computation.* A filing period under the rules in this part excludes the day the period begins, and includes the last day of the period unless the last day is a Saturday, Sunday, or legal holiday, in which event the period runs until the close of business on the next business day.
- (d) *Representation of parties.* After the filing of the Petition, further document transmittals for, or communications with, the Postmaster/Installation Head or Postal Service shall be through their representative, the General Counsel, or, if an appropriate notice of appearance is filed, the General Counsel's designee. If a notice of appearance by an attorney authorized to practice law in any of the United States or the District of Columbia or a territory of the United States is filed in behalf of an employee, further transmissions of documents and other communications with the employee shall be made through his or her attorney rather than directly with the employee.

Sec. 961.7 Answer to Petition and Supplement to Petition. If the employee's Petition states reasons to support the employee's position, within 15 days from notice of the Petition, the General Counsel shall file an Answer to the Petition, and attach all available relevant records and documents in support of the Postal Service's claim, and a list of witnesses the Postal Service intends to call if an oral hearing is granted. If the employee files a Supplement to the Petition, the General Counsel, within ten (10) calendar days from the filing of the Supplement with the Recorder must file any Supplemental Answer and records to support the position of the Postal Service.

Sec. 961.8 Hearing Official authority and responsibilities. The Hearing Official shall provide a full and fair hearing. The proceedings must be expedited to ensure issuance of the final decision no later than 60 days after the filing of the employee's hearing Petition. The Hearing Official's authority includes, but is not limited to, the following:

- (a) Ruling on all offers, motions or requests by the parties;
- (b) Issuing any notices, orders or memoranda to the parties concerning the hearing proceedings;
- (c) Using telephone conferences with the parties to expedite the proceedings. A memorandum of a telephone conference will be transmitted to both parties;
- (d) Determining if an oral hearing should be held; and setting the place, date and time for the hearing or the taking of testimony by telephone conference;
- (e) Administering oaths or affirmations to witnesses, and conducting the hearing in a manner to maintain discipline and decorum while assuring that relevant, reliable and probative evidence is elicited on the issues in dispute, but irrelevant, immaterial or repetitious evidence is excluded;
- (f) Establishing the record in the case;

- (g) Issuing the final decision orally or in writing no later than sixty (60) days after the filing of the employee's hearing Petition. When an oral decision is rendered, a written confirmation will thereafter be sent to the parties. The decision must include the determination of the amount and validity of the alleged debt and, where applicable, the repayment schedule. It should also include findings and reasons.

Sec. 961.9 Effect of Hearing Official's decision; motion for reconsideration. The Hearing Official's decision shall be the final administrative determination on the employee's debt or repayment schedule. No reconsideration of the decision will be allowed unless a motion for reconsideration is filed by either party within 10 days from receipt of the decision and shows good reasons for reconsideration. Reconsideration will be allowed only in the discretion of the Hearing Official. A motion for reconsideration by the employee will not operate to stay the collection action authorized by the Hearing Official's decision.

Sec. 961.10 Waiver of employee rights. The Hearing Official may determine the employee has waived his or her right to a hearing and the employee's pay shall be offset in accordance with the Postal Service's offset schedule, if the employee:

- (a) Files a Petition for hearing after the end of the 15-day period allowed by the Act for filing the Petition, and fails to demonstrate to the satisfaction of the Hearing Official good cause for the delay;
- (b) Has received notice to appear at an oral hearing but fails to do so without showing circumstances beyond the employee's control;
- (c) Fails to file required submissions or to comply with orders of the Hearing Official, and the failure makes it difficult or impossible to hold the hearing or to issue the decision within the statutory time;
- (d) Files a withdrawal of his or her Petition for a hearing with the Recorder.

Sec. 961.11 Ex parte communications. Ex parte communications between a Hearing Official or his staff and a party shall not be made. This prohibition does not apply to procedural matters. A memorandum of any communication between the Hearing Official and a party will be transmitted to both parties.



[__date__]

[__name__]

[__street__]

[__city, state, ZIP__]

Dear [__name of debtor__]:

This letter is to inform you that the Postal Service intends to collect, through salary offsets, the judgment entered against you in the amount of \$[__amount__] by the [__name of court__] on [__date judgment was entered__].¹ Twenty-five percent of your "current pay"² will be deducted each pay period until the full amount you owe the Postal Service, represented by this judgment, is collected. This will amount to deductions of approximately \$[__amount__] from each paycheck beginning with that issued on [__date deductions are scheduled to start—generally 15 days from date of notice__]. The deductions should last approximately [__number of__] pay periods.

If you have any questions regarding this matter, please contact [__name of appropriate official__] at [__address__] or [__telephone number__] immediately.

Sincerely,

[__signature__]

[__name__]

[__title of installation head__]

Enclosure

¹ A copy of the judgment is enclosed.

² The term current pay refers to that part of an employee's salary that remains after all required deductions (normal retirement contributions, FICA and Medicare insurance taxes, federal income tax, state and local income taxes, and employee-paid federal health insurance premiums) are made.

460 Collection of Postal Debts From Bargaining Unit Employees

461 General

461.1 Scope

These regulations apply to the collection of any debt owed the Postal Service by a current postal employee who is included in any collective bargaining unit. If the circumstances specified in 462.32 apply to such employees, 452.3 may also apply, and consequently 451.2, 451.5, and 451.7 as well.

461.2 Debts Due Other Federal Agencies

Regulations governing the collection, by involuntary salary offset, of debts owed by postal employees to federal agencies other than the Postal Service are specified in Handbook F-16, *Accounts Receivable*, Chapter 7.

461.3 Definitions

As used in this subchapter, the following terms have the same meaning ascribed to them in 451.4:

- a. Administrative salary offset.
- b. Court judgment salary offset.
- c. Current pay and disposable pay.
- d. Debt.
- e. Employee.
- f. Pay.
- g. Postmaster or installation head.
- h. Severe financial hardship.
- i. Waiver.

461.4 Effect of Waiver Request

If an employee requests a waiver of a debt, the recovery of which is covered by these regulations, that request does not stay the collection process. However, if the waiver request ultimately is granted, the amount collected must be refunded to the employee.

462 Procedures Governing Administrative Salary Offsets

462.1 Determination and Collection of Debt

462.11 Establishment of Accounts Receivable

Depending upon the circumstances of a particular case, the determination of a debt, the collection of which is covered by this subchapter, may be made by an official in the field or at the Minneapolis Accounting Service Center (ASC). For payroll-related debts discovered in the field, Form 2240, *Pay, Leave, or Other Hours Adjustment Request*, must be submitted to the Minneapolis ASC. Payroll-related debts discovered at the ASC level must be reported on Form 2248, *Monetary Payroll Adjustment*. Other debts must be reported to the manager of the Postal Accounts Branch, on Form 1902, *Justification for Billing Accounts Receivable*. Regardless of the amount of the debt, it is the responsibility of the Minneapolis ASC to create a receivable for each debt and to forward an invoice to the postmaster or installation head at the facility where the debtor is employed. At the time a receivable is created, the ASC must ensure that the employee's records are flagged so that the final salary or lump sum leave payment for that employee is not made until the debt is paid.

462.12 Collection by Postmaster or Installation Head

Each postmaster or installation head is responsible for collecting, in accordance with these regulations, any debt owed to the Postal Service by an employee under his or her supervision. A postmaster or installation head may delegate his or her responsibilities under these regulations.

462.2 Applicable Collection Procedures

462.21 Right to Grieve Letters of Demand

A bargaining unit employee or the employee's union has the right in accordance with the

provisions of Article 15 of the applicable collective bargaining agreement to initiate a grievance concerning any letter of demand to challenge (a) the existence of a debt owed to the Postal Service, (b) the amount of such debt, (c) the proposed repayment schedule, and/or (d) any other issue arising under Article 28 of the applicable collective bargaining agreement. Care must be taken to ensure that any letter of demand served on an employee provides notice of the employee's right to challenge the demand under the applicable collective bargaining agreement.

462.22 **Right to Petition for Hearing**

Under the following circumstances, the statutory offset procedures in 452.3, including the right to petition for hearing after the receipt of a Notice of Involuntary Administrative Salary Offsets Under the Debt Collection Act, apply:

- a. *Failure to Initiate a Grievance in Time.* If a bargaining unit employee or the employee's union does not initiate, within 14 days of the employee's receipt of a letter of demand, a grievance challenging (a) the existence of a debt owed to the Postal Service, (b) the amount of such debt, and/or (c) the proposed repayment schedule, and the Postal Service intends to proceed with the collection of the debt, the statutory offset procedures in 452.3 apply (see 462.32).
- b. *Failure to Advance Grievance in Time.* If a bargaining unit employee or the employee's union initiates a grievance in time challenging (a) the existence of a debt owed to the Postal Service, (b) the amount of such debt, and/or (c) the proposed repayment schedule, but the employee's union, following receipt of a decision denying the grievance, does not advance the grievance to the next step of the grievance procedure within the time limits set forth in Article 15 of the applicable collective bargaining agreement, and the Postal Service intends to proceed with the collection of the debt, the statutory offset procedures in 452.3 apply (see 462.32).
- c. *Partial Settlement of Grievance.* If a grievance challenging (a) the existence of a debt owed to the Postal Service, (b) the amount of such debt, and/or (c) the proposed repayment schedule is resolved at any stage of the grievance-arbitration procedure

through a written settlement agreement between the Postal Service and the union under which the employee remains liable for all or a portion of the debt, and the Postal Service intends to proceed with the collection of the debt, the statutory offset procedures in 452.3 apply (see 462.32). If the employee petitions for a hearing under 452.336, the Postal Service is free to pursue collection of the full amount of the debt before the hearing officer, notwithstanding the settlement with the union. However, if any contractual issue is resolved at any stage of the grievance-arbitration procedure, the settlement of that issue is final and binding.

- d. *Ruling of Nonarbitrability.* If an arbitrator rules that a grievance concerning any letter of demand is not arbitrable, and the Postal Service intends to proceed with the collection of the debt, the statutory offset procedures in 452.3 apply (see 462.32).

462.3 **Statutory Offset Procedures**

462.31 **Authority**

Under section 5 of the Debt Collection Act, 5 U.S.C. 5514(a) (1982), the Postal Service, after providing an employee with procedural due process, may offset an employee's salary in order to satisfy any debt due the Postal Service. Generally, up to 15 percent of an individual's "disposable pay" may be deducted in monthly installments or at "officially established pay intervals," except as provided by 462.42. A greater percentage may be deducted with the written consent of the individual debtor. If the individual's employment ends before collection of the full debt, deduction may be made from subsequent payments of any nature due the employee.

462.32 **Initiation of Statutory Offset Procedure**

After (a) the 14 days referenced in 462.22a or the time limits referenced in 462.22b have passed, (b) any settlement agreement referenced in 462.22c has been signed, or (c) any nonarbitrability ruling referenced in 462.22d has been issued, and at least 30 calendar days before making an administrative offset under this authority, the postmaster or installation head, in accordance with 452.321, must provide the employee with (a) two copies of a Notice of Involuntary Administrative Salary Offsets Under

the Debt Collection Act containing the information in 452.322, and (b) one copy of the procedures that govern hearings under the Debt Collection Act that are set forth at 39 CFR Part 961 (see Exhibit 452.322). The procedures in 452.33 governing the exercise of employee rights apply. The postmaster or installation head has discretion to agree to an alternative offset schedule, based on a showing of severe financial hardship, as outlined in 452.335.

462.33 **Hearing Officials Under 39 CFR Part 961**

In accordance with 39 CFR 961.3, administrative hearings under the Debt Collection Act may be conducted by any individual who is not under the control or supervision of the postmaster general and who is designated as a hearing official by the judicial officer.

462.34 **Limit of Right to Petition for Hearing**

If an arbitrator opens a hearing on the merits of a grievance concerning any letter of demand, the statutory offset procedures in 452.3 do not apply thereafter, unless the arbitrator makes a ruling of nonarbitrability (see 462.22d) or the Postal Service and the union negotiate a partial settlement of the grievance (see 462.22c).

462.4 **Collection of Debt**

462.41 **Stay of Collection of Debt**

Whenever a grievance concerning any letter of demand has been initiated in time, in accordance with Article 15 of the applicable collective bargaining agreement, and/or a petition for a hearing has been filed in time, in accordance with 462.22, regardless of the type and amount of the debt, the Postal Service will stay the collection of the debt until after the disposition of the grievance and/or the petition, through settlement or exhaustion of the contractual and/or administrative remedies.

462.42 **Limit on Amount of Salary Offset to Collect Debt**

Except as specified in part 463, the maximum salary offset to collect a debt that is owed to the Postal Service is 15 percent of an employee's biweekly disposable pay, or 20 percent of the employee's biweekly gross pay, whichever amount is lower when the salary offset is started. A greater salary offset may be made if the

employee agrees with the Postal Service, in writing, on such greater amount.

462.5 **Implementing Offsets**

After the applicable procedural requirements have been followed, the postmaster or installation head must institute the collection process by completing the appropriate sections of Form 3239, *Payroll Deduction Authorization to Liquidate Postal Service Indebtedness* (see Exhibit 452.233).

463 **Court Judgment Salary Offsets**

463.1 **Authority**

In accordance with section 124 of Public Law 97-276 (October 2, 1982), 5 U.S.C. 5514 note (1982), the Postal Service may deduct up to one-fourth (25 percent) of an employee's "current pay" in monthly installments or at officially established pay periods to satisfy a debt determined by a federal court to be owed to the Postal Service. The statute authorizes the deduction of a "greater amount" if necessary to collect the debt within the employee's anticipated period of employment. If an individual's employment ends before the full amount of the indebtedness has been collected, section 124 provides that deduction is to be made from later payments of any nature due the employee.

463.2 **Applicable Collection Procedures**

463.21 **General**

The requirements governing the collection of employer claims specified by a pertinent collective bargaining agreement are not applicable to the collection by salary offset of a Postal Service claim if a federal court has granted judgment upholding the debt.

463.22 **Notice**

At least 15 calendar days before initiating an offset to collect a debt reflected by a federal court judgment, the postmaster or installation head must provide the employee with a copy of that judgment, as well as with written notice of the Postal Service's intention to deduct 25 percent of the employee's current pay each pay period until the judgment is satisfied. The letter (see Exhibit

453.21, Sample Letter of Salary Offsets Based on Federal Court Judgment) also must include a statement that indicates the approximate amount, duration, and starting date of the deductions. The letter and judgment generally should be hand delivered, and a dated, signed receipt of delivery obtained. However, if personal delivery is not possible, certified or Express Mail, return receipt requested, should be used.

463.23 **Implementing Offsets**

The postmaster or installation head must initiate the collection process by completing the appropriate sections of Form 3239 no earlier than 15 calendar days after the employee's receipt of the letter.

464 **Multiple Offsets**

464.1 **Administrative Salary Offsets**

By statute, administrative salary offsets under section 5 of the Debt Collection Act of 1982 are limited to no more than 15 percent of an employee's disposable pay during any one pay period — whether the deductions are made to satisfy a debt owed the Postal Service, another federal agency, or some combination of these (but see 462.42 for the alternative limit on amount of salary offset to collect a debt that is owed to the Postal Service). Generally, priority among competing administrative salary offset requests is determined by the order in which they are received. However, a request to collect a debt due the Postal Service must be given priority over other government agency offset requests, regardless of the date the postal offset request is received (see 464.4). If a collection request cannot be honored upon receipt, or can be honored only in part, the postmaster or installation head must notify the requesting postal or other government official, in writing, of the reasons for the delay or for the collection of a lesser amount than that requested and the approximate date the requested offsets can be implemented.

464.2 **Court Judgment Salary Offsets**

No more than 25 percent of an employee's current pay may be withheld to satisfy a debt determined by a federal court to be due the United States — whether the deductions are made to satisfy a debt owed the Postal Service,

another federal agency, or some combination of these. Generally, priority among competing court judgment salary offset requests is determined by the order in which they are received. However, a request to collect a debt due the Postal Service must be given priority over other government agency offset requests regardless of the date the postal offset request is received (see 464.4). If a collection request cannot be honored upon receipt, or can be honored only in part, the postmaster or installation head must notify the requesting postal or other government official, in writing, of the reasons for the delay or for the collection of a lesser amount than that requested and the approximate date the requested offsets can be implemented.

464.3 **Administrative and Court Judgment Salary Offsets**

If the salary of a postal employee is the target of one or more of both types of offsets — administrative and court judgment — a combined total of no more than 25 percent will be withheld during any one pay period. However, in no case may the amount withheld in accordance with administrative salary offsets exceed 15 percent of current pay (but see 462.42 for the alternative limit on amount of salary offset to collect a debt that is owed to the Postal Service). As is generally the case with competing offsets of the same type and subject to section 464.4, priority between administrative salary offsets and court judgment salary offsets is determined by the order in which they are received.

464.4 **Priority of Postal Service Indebtedness**

If a postal employee is indebted to the Postal Service, that debt takes priority over any debt he or she may owe another federal agency, even if the other agency's request for salary offsets was received first. Accordingly, if both the Postal Service and another agency request the maximum allowable deductions, collection of the other agency's debt must be interrupted or postponed until the entire postal debt is recovered. However, if an amount less than that requested by the other agency can be deducted in addition to the offsets requested by the Postal Service without exceeding the appropriate percentage ceiling, deductions for the lesser amount must be withheld and forwarded to the

requesting agency along with an explanation for the smaller offsets.

464.5 **Garnishments**

Administrative salary offsets based on section 5 of the Debt Collection Act of 1982 and court judgment salary offsets based on section 124 of Public Law 97-276 are not, as a matter of law, considered garnishments. Rather, for purposes of determining an employee's "disposable earnings" under the Federal Consumer Credit Protection Act, 15 U.S.C. 1671, et seq., these withholdings are considered to be amounts required by law to be deducted. Accordingly, they should be deducted before the applicable garnishment ceilings are imposed and before deductions for garnishments are made.

465 **Action Upon Transfer or Separation**

465.1 **Withholdings From Any Amount Due**

If a postal employee whose wages are subject to offset transfers to another federal agency or separates from employment, the Postal Service applies any amount due the employee at the time of his or her separation to the debt owed the Postal Service. If the debt is still not satisfied, appropriate action as described in 465.2 or 465.3 should be taken.

465.2 **Transfer to Another Federal Agency**

If a postal employee whose wages are subject to offset transfers to another federal agency, and the full debt cannot be collected from amounts due the employee from the Postal Service, the Postal Service must request the former postal employee's new agency to continue offsetting the debtor's salary until the debt is satisfied. The request must specify the amount of the original debt, the amount collected by the Postal Service through salary offsets, the amount that remains to be collected, and the percentage of the debtor's disposable earnings or current pay that should be deducted each pay period. In addition, the Postal Service must certify that the former postal employee has been accorded all required rights of due process. When the Postal Service's request is sent to the new employing agency, a

copy also must be sent to the former employee at his or her home address.

465.3 **Collection of Debt Upon Separation**

If the full debt cannot be collected from amounts due the employee at the time of his or her separation, the manager of the Postal Accounts Branch must attempt to recover the debt from any available retirement or disability payments due the former employee in accordance with the provisions of 5 CFR 831, Subpart R, or 5 CFR 845, Subpart D (see Handbook F-16, *Accounts Receivable*, 743).

UNITED STATES POSTAL SERVICE
475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-1540

First-Class Mail
Postage & Fees Paid
USPS
Permit No. G-10

Postal Service Orders for Postal Bulletin

☐ **Change of Address** (Fill out new address and include mailing label.)

Attention Line

Postal Facility Name

Delivery Address

City State ZIP Code Country

Person to Contact

()

Daytime Telephone

☐ **Change Quantity of Subscription** (Include mailing label.)

Current Quantity _____ New Quantity _____

Distribution: The GPO distributes the *Postal Bulletin* for the Postal Service to all postal facilities except classified stations and branches, contract postal units, and detached mail units, which receive copies from their administrative post offices.

Missing Issues: If facilities that receive the Bulletin from GPO do not receive their order, they should call the Somerville, NJ, Material Distribution Center at 908-707-4200.

All other facilities should contact their administrative post offices.

Address and Quantity Changes: To change the quantity or the address, facilities that receive Bulletins from GPO must complete this form and send it with mailing label to:

CORPORATE PUBLISHING & INFORMATION MANAGEMENT
US POSTAL SERVICE
475 L'ENFANT PLZ SW RM 2800
WASHINGTON DC 20260-1540

All other facilities should contact their administrative post offices.

Single Copies (back to 1 year): To order former issues, send Form 7380, *MDC Supply Requisition*, to:

MATERIAL DISTRIBUTION CENTER
US POSTAL SERVICE
152 US HWY 206 S
SOMERVILLE NJ 08877-9998



Recycled
Paper

Public Orders for Postal Bulletin

Attention Line

Company Name

Delivery Address

City State ZIP Code Country
()

Daytime Telephone

Subscription Orders: 202-512-1800

Subscription Problems: 202-512-2303 Fax: 202-512-1356

Single Copies (back to 16 issues): Domestic – \$3.00; International – \$3.75.

Subscription: Domestic – \$73.00 per year; International – \$91.25 per year.

☐ Send _____ additional copies of Bulletin # _____
Total Amount \$ _____

☐ Enter Annual Subscription. Number of subscriptions _____
Total Amount \$ _____

☐ GPO deposit account [] [] [] [] [] [] [] [] - []

☐ Make check/money order payable to:

Superintendent of Documents

☐ VISA



☐ MasterCard



Credit Card Number

Expiration Date

Signature

Mail Payment To:

(Complete form and send entire page to this address.)

SUPERINTENDENT OF DOCUMENTS
US GOVERNMENT PRINTING OFFICE
710 N CAPITOL ST NW
WASHINGTON DC 20402-9325